



Evaluating Competencies

Use the Core Values and Job Specific Competencies sections of the Annual Performance Review form to evaluate your demonstration of the skills and behaviors needed to be successful in the company and your role. A Writing Assistant is available to help you with your self-assessment.

It's Easy

Follow the steps below to complete the Core Values and Job Specific Competencies sections of the form.

1 Review Competencies

Review each competency and definition.

2 Add a Rating

Click the Stars to rate your performance on each competency listed. Your manager will review your self-assessment.

Smart Tip: Click the icon to view a detailed definition of the rating scale.

3 Add Comments

Click the Comment links to provide specific examples of your demonstration of the competencies listed, to support your ratings.

4 Writing Assistant

Click the for help writing feedback on your performance on core values and job specific competencies and identifying resources to help with your development.

The Writing Assistant helps you quickly describe how you are performing on individual core values and job specific competencies by providing suggested content, which you can edit to reflect your performance level.

Spotlight: Writing Assistant

Use the Writing Assistant to better understand whether a competency is an area of opportunity or strength. To use this feature, click above a comments field in the Core Values or Job Specific Competencies section of the form. A new window opens:

- 1 Review the sample descriptions of behaviors and performance levels and select the text that best describes your performance.
- 2 Click to insert the sample text in the Comments field. Use this text as a starting point and edit it to make the comments specific to your situation.