Year-End Self-Assessment

Completing Year-End Self-Assessment

1. Ensure the status of your development plan is current; update as necessary.

   TIP! Follow these steps to make quick edits:
   a. Select **MyDevelopment** from the navigation drop down.
   b. Change status and add additional updates as necessary.

2. Ensure status of your goals is current; update as necessary.

   TIP! Follow these steps to make quick edits:
   a. Select **Goals** from the navigation drop down.
   b. Change status and add additional updates as necessary.

3. Click **Performance** in dropdown navigation menu.
4. In the list of forms, click the link for your **PDPA.**
5. Update your PDPA with your self-assessment:

For…	Action…
Section I - High Ethics & Values	Select rating and add comments, as desired.
Section I - Company Values	Select rating for each Company Value and add comments, as desired.
Section II - Job Responsibilities	Add comments in **Overall Comments on Job Responsibilities** field, as desired.
Section III - Professional Development Plan	Update status and then add comments in the **Overall Comments** field, as desired.
Section IV - Goals	Select a rating for each goal and then provide comments in the **Overall Comments on Goal Achievement** field.

6. Complete the **Year-End Overall Comments** field.
7. Click **Send to Manager** button.
8. Click the **Next** button to perform a spell check and language scan. Deselect check box(es) to skip.
9. Add routing comments (as desired) and click **Send to Manager** button to route form to your supervisor.

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