**Annual Staff Performance Review Process Preparation**

This is an optional document to help staff prepare for entering their self-evaluation in Ignite.

Summary of the Past Year

Provide a brief overview of successes and challenges from the past year. Be sure to include important projects, assignments, significant changes to duties or responsibilities, as well as any performance or development goals. What went well? What were some of the set-backs, challenges, or unexpected circumstances which were either overcome or impacted completion?

Review of Core Commitments

Considering the past year, how do you view the work you did and the way in which you accomplished your work in relation to the Core Commitments below?

**ACCOUNT FOR STEWARDSHIP OF TIME, RESOURCES, AND SELF** (discernment, deliver results, plan & organize)

**BUILD RELATIONSHIPS & WORK COLLABORATIVELY** (relationship management, respect diversity, teamwork & collaboration)

**COMMIT TO UNIVERSITY / DEPARTMENTAL MISSION & VISION** (integrity, organizational commitment)

**PURSUE EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT** (adapt to change, creativity & innovation, problem-solve, quality focus)

**SEEK LEARNING & APPLY KNOWLEDGE** (continual learning, professional knowledge)

**SERVE OTHERS RESPECTFULLY** (communicate effectively, constituent service)

Review of Overall Job Performance

Considering the past year, how do you view your overall skills as they relate to the job and the results you accomplished?

**OVERALL SKILLS & PERFORMANCE** (job skills, work performance)

Planning for the Upcoming Year

Goals for the upcoming year can be entered into Ignite after the review process. Although not required at this stage, now is a perfect time to start thinking about and planning upcoming goals with your manager. Use this table to help get started:

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| **Goal Name** (purpose of the goal) | **Goal Description** (what you will do and how you will do it, including action steps) | **Success Criteria** (how you will measure success) | **Anticipated Start Date** | **Target Completion Date** | **Status** (Not Started,  In Progress, Competed) |
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