



Perform & Grow

My Self Evaluation and preparation for the performance review

Dear employees,

The employee review within the framework of Perform & Grow is a valuable opportunity for you to discuss your work and development with your manager. It allows you to reflect on your achievements over the past 12 months and set development goals for the next year together. This document will help you prepare.

What to expect in the employee review?

Your manager will schedule a meeting with you to evaluate your performance over the past 12 months based on 12 criteria. Discuss how you can build on your strengths and where you can improve. Use this opportunity to present your perspective, provide examples and ask questions.

Why is preparation important?

Good preparation helps you make the most out of the conversation. Carefully read the evaluation criteria and think about specific situations in the past 12 months where you demonstrated your skills and behaviours. Note down your thoughts and observations. This helps you develop a common understanding with your manager.

Questions to consider:

- How often did I achieve the set objectives? What did I achieve beyond that?
- In which projects or tasks did I deliver outstanding performance, perhaps more than required?
- Where do I see room for improvement, and what would help me strengthen these areas?
- What was challenging for me, and what do I want to work on in the next 12 months?

Self-Assessment and Star Rating

Evaluate your performance and behavior on a scale of 1 to 5 stars, with 3 stars representing expected and reliable performance (meets expectations). 5 stars indicate consistently above average performance (always exceeds expectations) and 1 star indicates significant room for improvement (does not meet expectations).

Examples for your Evaluation:

- **Expertise:** „I am knowledgeable with all our systems and processes. I can usually identify the causes of errors quickly and know what to do without always having to ask immediately. Therefore, I rate myself with 3 stars.“
- **Conflict resolution:** „Last year, there were some misunderstandings among my colleagues. I tried to mediate. We were able to resolve some misunderstandings, which helped to calm down the team. I did more here than most of my colleagues. Therefore, I rate myself with 4 stars.“
- **Cross-Team collaboration:** „I actively initiated cross-team projects and successfully contributed to effective collaboration with Team XY. Therefore, I rate myself with 5 stars.“
- **Goal orientation:** „I sometimes find it difficult to stay focused on goals, and I noticed that my manager had to follow up more often to see if I was still working on goal XY. I rate myself with 2 stars and need more support.“

Prepared examples help illustrate your self-assessment and facilitate a constructive conversation with your manager.

Development Goals

The performance criteria show where you can further develop. Do you have additional ideas for your daily work? What professional objectives do you want to achieve? There is also room for this in the conversation, and we recommend thinking in advance about what you would like to discuss with your manager.

Tip: Specify these objectives and describe what you envision and how support could look.

Example of a development goal:

- I want to work on my ability to prioritise because I quickly feel under stress that I cannot distinguish between important and unimportant tasks. An online course on time and self-management would be helpful for me.

Feedback to the manager

Use the conversation as an opportunity to give feedback to your manager. This is not always easy, but it promotes an open working environment. It helps clarify misunderstandings and achieve improvements together. Use this chance to actively contribute to the positive development of your team.

Questions to consider:

- What have I noticed in particular over the last twelve months?
- What do I want to point out in general?
- What surprised me?
- What do I wish from my manager in the next year?

Below you will find the performance criteria and their descriptions.

Expertise

Expertise is the specialized knowledge that enables the employee to carry out their work. This can vary greatly from person to person. A Finance assistant needs specialised knowledge of their own area of work, while an Engineer must have specialized knowledge and methods.

Category	Rating	Notes
Skills & Knowledge Demonstrates proficiency acquired through training, education, or practice essential for the job.	☆☆☆☆☆	
Understanding Ability to quickly and accurately grasp new information, recognise patterns, and apply knowledge effectively.	☆☆☆☆☆	
Knowledge Sharing Consistently transfers knowledge and experience to others in an organised and appropriate way.	☆☆☆☆☆	

☆ Does not meet expectations; ☆☆☆ Meets expectations ; ☆☆☆☆☆ Always exceeds expectations

Result

The work result is defined by the completion of aligned goals and objectives and that they are planned and implemented in an appropriate manner.

Category	Rating	Notes
Drive for results Consistently acts decisively with a clear focus on achieving goals and objectives.	☆☆☆☆☆	
Resilience Ability to demonstrate agreed working results on time, even under challenging conditions.	☆☆☆☆☆	
Autonomy Ability to cope with work tasks autonomously.	☆☆☆☆☆	

☆ Does not meet expectations; ☆☆☆ Meets expectations ; ☆☆☆☆☆ Always exceeds expectations

Way of working

Ways of Working is the ability to tackle tasks quickly, analyse and complete them correctly and take responsibility for the results achieved.

Category	Rating	Notes
Time & Self-Management Ability to set and adhere to priorities and organise tasks effectively.	☆☆☆☆☆	
Problem-Solving Ability to identify, analyse, and resolve challenges and overcome obstacles effectively.	☆☆☆☆☆	
Take ownership Ability to make informed decisions and take ownership of actions.	☆☆☆☆☆	

☆ Does not meet expectations; ☆☆☆ Meets expectations ; ☆☆☆☆☆ Always exceeds expectations

Collaboration

Collaboration refers to personal behaviour, teamwork and communication skills towards superiors, colleagues, customers, suppliers and business partners. Different interests are recognized, the opinions of others are respected and dealt with confidently.

Category	Rating	Notes
Behaviour & communication towards others Ability to build effective relationships, interact with others appropriately and professionally.	☆☆☆☆☆	
Ability to deal with conflicts Ability to recognize, analyse, and resolve interpersonal conflicts constructively.	☆☆☆☆☆	
Team Collaboration Ability to work effectively in a team with a diversity of perspectives and ideas, regardless of team and department.	☆☆☆☆☆	

☆ Does not meet expectations; ☆☆☆ Meets expectations ; ☆☆☆☆☆ Always exceeds expectations

