



**GIBBS & OLSON**

## Self Evaluation to Prepare for PDP Meeting

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### Achievements

- What are your most important achievements and contributions since your most recent PDP meeting?
- What accomplishments and achievements are you the most proud of since your last PDP meeting?
- What goals do you wish you had accomplished since your last PDP meeting, but did not?
- What would have helped you accomplish these goals?
- In what other major projects and initiatives did you participate and contribute since your most recent PDP meeting?

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### Goals

- What job-related goals would you like to accomplish during this evaluation period?
- How can your supervisor help you to accomplish these job related goals?
- What additional support can this organization provide so that you are able to accomplish these goals?
- What can you do to achieve these goals?

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### Professional Development

- What professional job or career growth goals do you hope to achieve within three years?
- What shorter term goals can you achieve that will help you toward your longer term goals?
- What resources and support can this organization provide so that you can accomplish these professional job or career growth goals?
- What other resources can you find to achieve these goals?
- What professional and personal goals will help you improve or develop your performance in your current job?
- What additional support can this organization provide so that you are able to accomplish these goals?

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### Job Components (review your job description)

- Identify any components of the job description that you no longer do or that now take extra time.
  - What work are you performing that is outside the scope of your current job description? Identify that which requires additional decision making, responsibility, accountability, or oversight of the work of other employees.
  - Identify what you like most about your current job.
  - Identify the components of your job that you would like to change or eliminate. Why?
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