

My Year-End Assessment

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What is the Year-End Performance Assessment?

The Year-end Performance Assessment is a core element of the performance cycle. It is a time to reflect on our greatest achievements *and* our biggest challenges, and prepare for the year ahead.

The Year-end Performance Assessment is the last Check-In/ Snapshot of the year, that covers the entire year. The result of the assessment is a year-end performance rating.

How should I prepare for the Year-End Assessment?

- Be mindful of the calendar and deadlines that are shared with you at the beginning of the performance campaign.
 - **Reflect on your achievements.** What objectives did you meet? What are you most proud of? What made your achievements meaningful? Where did you have difficulty meeting objectives? What made it difficult? What support do you need?
 - **Reflect on your behaviors.** What behaviors did you develop? What was the impact for the company?
 - **Ask others for feedback.** Reach out to your peers and main stakeholders via [My HR Services](#) to help you identify your strengths and areas for improvement.
 - Both manager and employee contribute to filling out the form.
 - **Reflect on your development.** What steps did you take toward your ambition? How will you develop next? What do you want to learn? What is your next career step? What support do you need?
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What do I need to do in the Performance tool?

- The Year-End Assessment form will open automatically at the beginning of the assessment period.
- Goal and development content is pulled from previous Check-Ins and Snapshots forms throughout the year.
- Both you and your manager contribute to filling out the form.
- Click [here](#) to see more information and support.

- [Goal Management User Guide](#)
- [How to Create a Meaningful Development Plan](#)
- [How to Prepare for a Performance Discussion \(Employee\)](#)

Helpful Tools

- [Year-End Assessment Video](#)