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| Employee Name: | Supervisor Name: |
| Job Title: | Due to Supervisor: January 18, 2019 |
| Department: | Date of completion: |

The employee self-assessment is an important first step in the Hanley Wood performance appraisal process. The purpose of *this* exercise is to facilitate a constructive discussion between the employee and manager in order to clarify performance objectives, provide feedback about the employee’s performance with respect to skills and behaviors, and provide a framework for identifying the employee’s development plans.

At Hanley Wood, we help our customers grow by what we do: **Challenge, Connect and Cultivate**. Your role in “what we do” is the difference-maker. The company depends upon your everyday actions in order to achieve success. Whether your customers are external clients or internal stakeholders, your focus on helping them succeed is core to our culture and going forward will be a key component of your individual performance.

As you prepare your self-assessment document, consider the following information: your contributions (what you do); your skills and behaviors (how you do it); your future development (what you want to do in the next year and when you can achieve goals).

The Human Resources Department is available to answer questions and to assist managers and staff members on any aspect of the performance management process. Access the [2018 Performance Appraisal Forms and Information page on](http://connect.hanleywood.com/hr-central/2018-performance-appraisal-information) Connect for important dates and additional resources.

Accomplishments

In this section, please describe your most important professional accomplishments over the past year, and explain why they represent significant contributions to the company. If you have been employed with the company for less than a year, then answer the questions based on time since your last appraisal or time since your hire date.

Describe your progress and accomplishments since your last performance review.

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Measure your attainment of goals stated/communicated during your last performance review.

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Additional comments (optional):

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Professional Goals: Advancing the Company Mission

Our three pillars – Metrostudy, Media and Marketing, or **M3** – perfectly mirror the needs and desires of our industry. Our tagline “Where Data Drives Action” channels the unmatched expertise of our employees in helping our customers grow their businesses. Our mission at Hanley Wood is to engage with our audiences in ways that help our customers grow by **informing** their decisions, **connecting** them to buyers; and **activating** engagement within our audiences.

We accomplish this by living our **values**:

**Challenge** – delivering the best, never settling until a solution is found.

**Connect** - pursue the unexplored connection; being truly innovative and thinking outside the box.

**Cultivate** – working together to grow together; in the spirit of collaboration and looking out for one another.

In this section, please describe your professional goals in the context of the company’s values. Below are some sample employee behaviors that we believe are closely linked to the goals of Challenge, Connect and Cultivate:

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| **Action** | **Examples of Employee Behaviors** |
| **Challenge –** deliver only the best. | Deliver exceptional customer and audience experiences; Maintain an unparalleled understanding of our industry; Astonish others with speed, intelligence, and sophisticated solutions; Do not take our success for granted – build on it. |
| **Connect** – pursue unexplored connections. | Seize the moment; Aggressively seek new ideas and innovations that will create better business for our customers and audiences – and new opportunities for Hanley Wood. |
| **Cultivate -** work together, grow together. | Build long-lasting, mutually productive relationships; Support one another as you personally strive for excellence; Care about the better world we are building together. |

Please identify professional and career development opportunities for the coming year.  Your comments can include skills development activities to help you become more effective in your current role, or activities that will help prepare you for potential advancement opportunities in the company.

Identify opportunities for further learning and development.

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Identify areas for performance or behavioral improvement (if applicable).

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Please describe how your professional goals for the next year will allow you to contribute to the advancement of the company mission to Challenge, Connect and Cultivate.

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Additional comments (optional):

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