**1)   Interface Delivery Work:-**

* Delivered more than 50+ interface solutions to the customers.
* Successful and 100% Error-Free,Effective and Efficient delivery of EUAM interfaces within a stipulated time in the last Year.
* Coded and done POC on Loop-based Logic to handle the differently Formatted XLS file of Anaplan Interface.
* Coded and done POC on Loop-based SQL Logic to handle the differently Formatted TXT file of Base24 and EPS Interface.
* Successfully Implemented the POC Logic on Tririga and Blackline Interface for data correction to solve the PROD Issue within an hour.
* Successfully Implemented Poc’s of Iceconfirm,Roser Consys,SAPEC3,Sam Integration,IRM IP,IMS , Base24,BoardBooks,EPS for fetching the required data from the source etc.

**2)   Project Related Learning Activities:-**

* Created as well as verified ERT's of my co-workers.
* Learnt about exhibiting my experience and abilities to deliver the work assigned to me very smoothly.
* Learnt to handle the customers with proper communication.
* Following all the Shell process related activities properly.
* Completing the work by taking the complete Ownership and delivering it smoothly,Error-Free in a timely manner.
* Entering the Efforts in IQN,SERP,MyWipro etc in time.

**3)   Trend Nxt:-**

* Completed TrendNXT 162 point.

**4)   Trainings/Certifications :-**

* Attended Training on Mulesoft plus completed all the modules and planning for Certification.
* Getting trained in ADF L1 AND L2
* Got trained in AZ-900 Course and In a process of Getting Certified.

**5)   Areas In Which I Did Well:-**

* My team has delivered more than 70+ solutions to the customers in the last year timely with minimal defects.
* Got Recognized and Appreciated for my efforts in EUAM Project .
* Provided back and assistance to my co-workers like Saniya,Mohan,Puja,Lavanya for DDF interfaces.
* Compassionate about people.
* In the project process made more Strong Organization Skills and  improved Decision Making Skills.
* Working smartly with more responsibility,accountableness,Humilitiness and Integrity.
* Became more confident and delivering the resolutions to the problems.
* Completed Customer Information System project using SSIS,SSRS and SSAS to process the Customer data and to use that processed data in data analyzation n visualization.

**6)   Areas In Which I Could Have Done Better:-**

* Need to build  more integrity,more accountability,more humility and more responsibleness in a team including myself.
* Need to work more towards process improvement and simplification in Projects proactively.
* Not focused on Certifications so will now focus more on getting certified first.

**7)   My Priorities For The Next Quarter:-**

* Will focus on getting certified in AZ-900,ADF and Mulesoft etc.
* Need to focus on more top trending technologies work like Mulesoft,ADF etc.
* More Projects timely go-live and Error free will be my key focus area in the next quarter.

*I have portrayed exemplary behavior in all aspects of work."*  
e. *"I abide by the company’s rules and policies*

*He shares his knowledge of industry trends and best practices to achieve enhanced outcomes in his job*

*I deliver urgent work without compromising on the details.”*  
b. *“I always meet my deadlines and make the best use of my time.”*  
c. *“I expertly prioritizes work without getting tangled in endless details.”*  
d. *“I exceeded clients expectations by delivering more than assigned work despite the tight schedule.”*

I *always come in on time, follow my schedule and adhere to my designated lunch break time.”*  
I *meets all company standards for attendance and punctuality.”*  
c. *I schedule my time off in advance and can be relied upon for completing my tasks on time.”*  
d. *“I replies to emails and calls in time.”*

*I often find new and innovative solutions to a problem.”*  
b. *“I have a knack for thinking outside the box.”*  
c. *My creative skills are an asset to the team.”*  
d. *“I have a unique imagination and have come up with some of the most creative ideas we’ve ever seen.”*

a. *“I effectively manage your team and conduct specific exercises to*[***strengthen the team***](https://blog.vantagecircle.com/company-outing-ideas/)*.”*  
b. *“I am fair and treat every employee in my team equally and respectfully.”*  
c. *“I provide employees with the*[***resources and training***](https://blog.vantagecircle.com/employee-training-elearing/)*required to fulfill a responsibility.”*  
d. *“I hold employees responsible for their performance.”*  
e. *“I maintains a culture of transparency and knowledge-sharing across all levels in my department.”*  
f. *“I communicate openly with your team.”*  
g. *“I acknowledge accomplishments and recognize employees fairly.”*

a. *“I am spoken highly of by my peers because of my ability to*[***build good relationships***](https://blog.vantagecircle.com/internal-communication-is-important/)*.”*  
b. *"my communication skills are great, and I can make others understand your point clearly."*  
c. *“I am precise in giving out directions and effectively communicates what I expects from my team members.”*  
d. *“my*[***willingness to listen***](https://blog.vantagecircle.com/active-listening/)*to others and understand their point of view is highly appreciated by my peers.”*  
e. *“I am adept at communicating difficult messages and decisions skillfully.”*

*“I am a great team player. Your team members*[***respect and appreciate you***](https://blog.vantagecircle.com/peer-recognition/)*.”*  
b. *“I can be relied upon by team members.”*  
c. *“I works to be the best for the team and not be the best of the team.”*  
d. *“I support others in fulfilling their tasks and always ready to help others.”*  
e. *“I respect others and give everyone equal opportunities to express their opinions.”*

a. *“*  
b. *“Clients usually seek my guidance and expertise.”*  
c. *“I am honest and always admit when I don’t have the knowledge about something.”*  
d. *“I regularly follow up with existing and new clients to make sure they feel valued and reminded about us.”*

a. *"I am very articulate and explain my ideas and opinions clearly, leaving no room for miscommunication."*  
b. *"I gathers all the necessary facts and information before finding a solution to a problem."*  
c. *"My best quality is that when faced with a problem, I listen first, take into account everything and then try to come up with a solution."*  
d. *"I always comes up with unique yet practical solutions."*

a. *"I am respectful and fair towards everyone in the organization."*  
  
d. *"I have portrayed exemplary behavior in all aspects of work."*  
e. *"I abide by the company’s rules and policies."*

a. *"You have displayed a highly consistent level of performance in your work."*  
b. *"She is always seeking opportunities to be more productive."*  
c. *"Your positive attitude to your work encourages others to perform well too."*  
d. *"She is a detail-oriented individual, which reflects positively in her work."*  
e. *"He shares his knowledge of industry trends and best practices to achieve enhanced outcomes in his job."*

a. *"I communicate my ideas and vision clearly so others can understand it easily and quickly."*  
b. *"I appreciates the efforts taken by others to achieve a target and encourages them to be better."*  
c. *"Even when disagreeing with others, I do it gracefully and respectfully."*  
d. *"I can adapt easily to various situations and different kinds of people."*  
e. *"I am equal in your treatment to everyone and communicate with your peers respectfully."*

### Communication

1. I communicate my expectations clearly to all stakeholders.
2. I maintain contact with department heads and stay an active part of team meetings.
3. I provide constructive feedback and focus on solving challenges with communication.
4. I present my ideas in a skillful, effective, and professional manner.
5. I share relevant information with my team members, so everyone stays on the same page.
6. I proactively communicate changes with stakeholders the moment they happen.
7. I provide appreciation publicly for the awesome work my team members do.

### Job Performance

1. I love my job and value performing well every day.
2. I frequently work on solving problems that are not included in job responsibilities but are affecting the team.
3. I focus on promoting teamwork.
4. I have exceeded my performance goal (mention goal) by (mention a number in percentage).
5. I work without bias.
6. I work on improving my performance every day.
7. I am always open to questions and helping out my peers.

### Reliability

1. I don’t commit more than I can handle at work. And I follow through on whatever I commit to others.
2. I have met all my major deadlines with tremendous results.
3. I prioritize my work and focus on the important tasks first.
4. I keep a check on my team and customers’ needs and plan my schedule accordingly.
5. I’m punctual and stay active during work hours.
6. I take guidance whenever necessary to solve problems.
7. I keep prompt communication involving customers and peers.

### Customer Success

1. I effectively handle customer queries.
2. I use the ‘listen first, suggest later’ approach to better understand our customer’s pain points.
3. I go above and beyond to help customers get the information or solution they’re looking for.
4. (mention a number) % customers have given a maximum rating on my customer satisfaction survey.
5. I continuously strive hard to improve our customers’ experiences.
6. I always try to understand our customers’ perspectives and give solutions that suit their needs.

### Innovation and Creativity

1. I regularly try to find ways to improve our work processes.
2. I can quickly adapt to newer situations and surroundings.
3. I approach each challenge with a ‘get this solved’ thinking.
4. I love to collaborate with others for ideas.
5. I focus on solutions.
6. I keep myself in others’ shoes and try to find a solution that suits everyone in the team.
7. I seek out opportunities to connect and learn from everyone around me.

### Growth and Development

1. I set goals that help me grow professionally and personally.
2. I take care of my development path by upgrading my skills.
3. I am a self-learner and pick up new skills from people around me.
4. I find opportunities to connect and learn from other amazing folks in my field.
5. I have a clear vision for my career and take steps to achieve it.
6. I learn quickly, and that’s why I adapt to change without any trouble.
7. I love learning new things. Recently I learned (mention details).

### Performance improvement

1. I have realized that I need to be more transparent with my team members going forward.
2. I’m good at customer support, but I can improve during follow-ups.
3. I shy away from difficult conversations as I try to be positive all the time.
4. My communication with larger groups or projects which involved multiple departments needs improvement.
5. I follow traditional methods am not always open to new ways of thinking.
6. I don’t always share ideas during conversations, and it leads to more passive team talks.
7. I do focus on my teams’ needs. However, I sometimes take leave without informing others on time.
8. It’s hard to approach me during work hours.
9. I don’t always ask for help. It sometimes leads to more problems than before.
10. Although I finish projects on time, I don’t update my skills. Upgrading my knowledge is something I need to do.

### Communication

1. With strong [**communication skills**](https://blog.vantagecircle.com/good-communication-skills-in-the-workplace/), I communicate my expectations to my team without being imposing.
2. I can communicate effectively on various levels in our company.
3. I can take and give [**constructive feedback**](https://blog.vantagecircle.com/examples-of-constructive-feedback/) and deal well in sensitive situations.
4. I convey my ideas and opinions effectively to different teams and individuals.
5. I share information transparently with peers for team success.
6. I can communicate with clients with a convincing speech.
7. If my peers have done an excellent job, I never fail to appreciate them, either personally or publicly.

### Job Performance

1. I am proud of my job, and I value my responsibilities.
2. I never hesitate to participate in challenging tasks and go above and beyond.
3. I take my job responsibilities seriously and believe in working in a team-oriented work environment.
4. With sheer dedication, I have exceeded my (mention your goal) performance goal by (mention the numbers).
5. I have decreased (e.g. costs and customer churn) by (insert specific number here) percent.
6. I always challenged myself to become a better performer every day.
7. I gladly help my peers by collaborating and assisting them in difficult situations.

### Reliability

1. I never fail on my commitments and continuously keep them informed about the challenges I incur.
2. I have completed (Add numbers) percent of my decided deadlines.
3. I refrain from procrastination and possess good [**time management skills**](https://blog.vantagecircle.com/time-management-techniques/).
4. I tend to plan and prioritize my meetings with clients and the team.
5. I am always on time and always start my day with enthusiasm and positivity.
6. I never hesitate to seek guidance from my leaders whenever necessary.
7. I follow proper email etiquette while replying to customers and peers.

### Customer Orientation

1. I can very well handle irate and hostile customers by (explain your tactics).
2. I actively listen to customers to decipher their point of view.’
3. I never fail to update our customers about the recent ongoings and products.
4. I have achieved a total of (specify numbers) on my customer service survey.
5. I work continuously to enhance the customer experience (mention the examples)
6. I always try to think from the customer’s point of view to understand their psyche and perspective towards us.

### Innovation and Creativity

1. I keep looking forward to improving our work processes continually.
2. If you noticed, my idea of (mention the idea) has been a success, showing my creativity.
3. I have an eye-for-detail and always think out-of-the-box while looking for solutions.
4. I still collaborate with the team while brainstorming and come up with new ideas.
5. I faced multiple challenges like (mention the challenges), but I successfully tackled it by (mention the solution).
6. I try to think from everyone’s perspective and find solutions that benefit everyone.
7. I can adapt to new predicaments quickly and open to possibilities.

### Growth and Development

1. My personal goal is my priority, and I set my personal development.
2. I keep myself updated with recent trends and apply them in my work regularly.
3. My commitment to my work adds to my personal growth, and I believe in training to improve my skills.
4. I continuously seek opportunities to connect with employees from various fields.
5. I take progressive steps towards achieving my goals and visualize my long-term plans.
6. I am a quick learner and can quickly adapt to changes.
7. I am curious and always tend to learn new things.

### Opportunities for Improvement

1. Even though I am transparent, I have noticed my team doesn’t think I am, and I will work on it further.
2. I have a knack for customer service, yet I need to follow up more often, and I am continually working on it.
3. I always have positive thinking, yet some people find it difficult to hold a conversation with me, and I want to break this misconception.
4. I have good communication skills, but I need to work on my public speaking skills as it gets difficult to interact with large groups sometimes.
5. Sometimes, I tend to get stuck with only one task; I need to enhance my multi-tasking skills.
6. I have many ideas to share, but sometimes I feel shy to share everything.
7. I know my team’s needs, yet sometimes I fail to work according to the work calendar.
8. Even though I am a happy-go-lucky person, people still mistake me for being arrogant and rude. Even though I value my peers, I can sometimes come across as unapproachable.
9. Sometimes, I forget to probe and ask for suggestions and keep working solo; there, I need to improve and become more proactive.

### **Communication Self-Appraisal Comments**

**1.** I clearly communicate my expectations and goals to my team members.

**2.**I effectively communicate with all levels of our organization by maintaining contact with department heads and corporate meetings consistently.

**3.** I tactfully provide difficult feedback and approach sensitive situations with skill and compassion.

**4.** I present my ideas to groups of all sizes in a skillful, effective, and professional manner.

**5.**I frequently share relevant information and updates with my peers and supervisors so that our team as a whole can benefit and stay on track and informed.

**6.**I proactively communicate changes that consider the stakeholders, coworkers, and customers they will affect.

**7.**I frequently acknowledge the successes of my peers both publicly and privately and commend them for a job well done.

### **Job Performance Self-Appraisal Comments**

**8.** I take pride in my work and value doing my job to the best of my ability.

**9.**I frequently volunteer to participate in projects that extend beyond by job responsibilities.

**10.**I have exceeded my performance goal this year/quarter/etc. by [insert specific number]%.

**11.**I have decreased my job costs and customer churn rates by [insert specific number]%.

**12.**I frequently challenge myself to perform better.

**13.**I am happy to answer any questions my peers may have, and often provide guidance on the subject areas I am most skilled in.

**14.**I promote a team-oriented work environment by remaining collaborative and seeking out opportunities to work with my peers on projects I need assistance on.

### **Customer Experience Self-Appraisal Comments**

**15.**I effectively handle difficult or hostile customers by communicating with them respectfully and trying my best to accommodate their needs and wishes.

**16.**I actively listen to the customer to better understand their point of view.

**17.**I go beyond what is required to ensure that are customers are educated and informed on the topics that may concern them.

**18.**I have received [insert specific number]% on my customer satisfaction survey this year/quarter/etc.

**19.** I am continuously working towards improving the customer experience by strengthening my outreach with key clients and ensuring my follow up strategy is consistent and effective.

**20.** I am mindful of my own interactions as a customer outside of my work so I can better understand our customers’ perspective.

### **Innovation and Creativity Self-Appraisal Comments**

**21.** I regularly look to streamline and improve our work processes in new and innovative ways.

**22.** I am committed to my professional growth and have taken training courses specific to the skills in which I recognize a need for improvement.

**23.** I regularly seek out opportunities to connect and learn from others in my field.

**24.** I stay current on developments in our industry and regularly read up on any new innovations or disruptive projects or companies that may be a source of inspiration for our own.

**25.** I have a long-term vision for the future of my career and continually take steps toward achieving it.

**26.** I learn quickly and am able to adapt to change in an efficient manner.

**27.** I value learning and regularly seek out opportunities to learn something new and of value to my work efforts.

### **Performance Improvement Self-Appraisal Comments**

**28.** I understand that because I remain intensely focused on the task at hand, I may appear to be blunt at times towards my colleagues. I am working towards strengthening my interpersonal skills and easing tensions between me and my peers.

**29.** I am aware that not all of my peers may be comfortable with my style of communication. My intent and focus is always to get the job done in a timely manner, and with good results, so I will aim to eliminate circumstances in which my coworkers may interpret my actions as a personal attack.

**30.**I have been questioned by many regarding my style of work. I believe that I have been able to successfully deliver results despite working in a manner which is different from others.

**31.**I am aware that time management is not one of my core strengths, so I will consciously and consistently work towards managing my time better and prioritizing my tasks more efficiently.

**32.**While I am comfortable with written communication, I recognize that there is scope for improvement in my verbal communication skills.

**33.** I recognize that while I am able to complete projects within the stipulated deadline, this is not enough to contribute to my career growth. I will need to work on my soft skills to view the true progress of my job.

**34.**I have realized that I am much more practical than I am creative in how I approach my work. This sometimes hinders me from offering innovating solutions during challenging situations or brainstorming sessions with the team, so I will continue to make a genuine effort to take more positive risks in my job and consider more creative, outside-of-the-box solutions as and when I can.

**35.**I realize that I rely a lot on group effort to get my tasks done. However, I am working towards ensuring that I am able to participate equally, or even more, than my team members in group situations to aid my individual working efforts.

**36.**I understand the value of communication with management as well as my colleagues, and I am working towards improving the same in order to avoid any instances of miscommunication with either group.

**37.**While I am skilled at delivering results on time, I recognize that I sometimes fall short of following up with my key clients. I am working to improve my follow up activity with clients.

**38.**I have realized that I am finding myself uncomfortable with dealing with negative feedback from clients. As time goes on, I hope to teach myself to handle such situations better.

**39.**I may not be the strongest in customer relations, but I will continue to work towards reducing the instances of negative customer feedback.

**40.**I typically have a very positive mindset and struggle with holding difficult conversations that need to take place, which I will aim to work on in the future.

### **1. Collaboration and teamwork**

Positive option: "I believe that my skills and my ability to work in a team have been valuable during this period. I have taken an active role in my department, working with confidence and expressing my ideas and opinions."  
  
Negative option: "I realise that I can be too controlling in a project, and I don't give other members of the team enough room to contribute or develop their ideas. I must learn to give others more space and let them take the initiative too."

### **2. Motivation**

Positive option: "I have consistently shown commitment and motivation ever since I joined the company. I meet set deadlines and objectives on time."  
  
Negative option: "As I'm a perfectionist, I think that I sometimes spend too much time on one task. I must learn to use resources more efficiently."

### **3. Leadership**

Positive option: "I feel that I lead my team by example. My actions are what defines my work." That's why I spend time thinking about how to solve the problems and challenges that may arise."  
  
Negative option: "Maybe I should try harder to promote the company's culture and values within my team. While I regularly hold meetings with this in mind, I should focus on boosting team spirit and collaboration."

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### **4. Problem-solving**

Positive option: "I have demonstrated my problem-solving skills several times during my time in the company." I manage to solve difficult situations efficiently, always taking the rest of the team into consideration."  
  
Negative option: "I sometimes feel overwhelmed when having to make an important decision, so I ask others for advice. I need to work on my ability to solve complex problems."

### **5. Decision-making skills**

Positive option: "When faced with a difficult decision, I make a rational assessment of the positives and negatives, as well as the possible outcomes." I do research and seek expert advice to make an informed decision."  
  
Negative option: "When it comes to making decisions, I tend to fall back on past experiences instead of looking for new solutions. I should spend more time reflecting and avoid making the same mistakes."

### **6. Working under pressure**

Positive option: "I manage my time effectively to meet deadlines, however tight they may be." I have the ability to prioritise the most important tasks, and if I can't do it, I'll delegate to others who have the experience."  
  
Negative option: "Time management is one of my weaknesses. I usually leave the more difficult or least appealing tasks until the last minute. My attention to details gets worse as the stress builds."

### **7. Communication**

Positive option: "I value conversation and debate among colleagues. I actively listen to my team and encourage joint decision-making. I try to build positive relationships when communicating with clients."  
  
Negative option: "I need to work on my ability to deal with emotions and not let them affect my working relationships. I sometimes find it hard to communicate."

### **8. Adaptability**

Positive option: "I adapt to change and I try to do my bit during transitions." I appreciate feedback when things don't go well, I stay calm and positive."  
  
Negative option: "I must work on supporting change and avoid micromanagement. I find it difficult to take on new tasks or those that don't fall under my responsibility."

### **9. Negotiation and problem-solving**

Positive option: "I successfully negotiated (fill in as applicable) during this period which resulted in (add information about gains) for the company. I'm an analytical thinker which enables me to accurately assess situations and steer the conversation towards achieving results."  
  
Negative option: "While I feel I have progressed with my negotiation skills, I still think there's room for improvement. I approach meetings appropriately, and I always try to use active listening."

**10. Emotional intelligence**

Positive option: "I'm aware of my strengths and weaknesses, which enables me to deal with emotions more easily. I try to understand and listen to everyone."  
  
Negative option: "I often feel frustrated, and I find it hard to communicate when faced with certain behaviours by other team members. I get distracted and don't take other people's opinions into consideration."

## **Tips on how to write a performance evaluation self-assessment**

As well as taking these self-evaluation examples into consideration, below are some general tips that can be useful when writing the document.

### **1. Use numbers to your advantage**

Include figures that add value to your work, if possible. It's always better if you use numbers to speak for themselves. Also, a self-evaluation should include metrics and KPIs.  
  
For example:  
  
Wrong: "I achieved great success in 2020."  
Correct: "I exceeded my sales targets by 135% in 2020."

### **2. Mention results**

Don't take anything for granted or think that numbers speak for themselves. Mention and explain every one of your achievements during the period in question. Don't expect your boss to remember every single one.  
  
For example: "In the third quarter, the marketing campaign achieved twice as much visibility than the previous quarter."

### **3. Take the company's objectives into account**

One good way to stand out in your evaluation is to consider the company's objectives and explain how your work has contributed to achieving them. Find specific figures and justify them.  
  
For example: "I increased my own sales by 10% as part of the department's general sales strategy."

### **4. Record your achievements in real-time**

Make notes throughout the year in preparation for the self-evaluation. Record them regularly, or even at the time, instead of having to remember everything at the eleventh hour.  
  
If we don't think this system is feasible, we can also go back through the schedule to remind ourselves what happened at each stage. This is a good exercise for jolting the memory.

### **5. Take your time**

A well-written self-evaluation takes time. It's not something you can do in 20 minutes, nor in a day. Spend whatever time it takes to ensure that it shows your worth.  
  
Try to reserve a few days in your calendar before the deadline to work on the text.

## Teamwork

Colleagues who work effectively together on group projects and initiatives are generally seen as strong and contributing team players. Examples of ways in which employees exhibit a strong sense of team commitment include:

* Participating in group brainstorming.
* Volunteering for roles on team projects.
* Taking up the slack when necessary.
* Sharing credit.
* Supporting others' ideas and approaches.
* Being willing to step into roles others don’t want.

**Indications of poor teamwork, on the other hand, include:**

* An unwillingness to participate in group undertakings.
* A poor attitude toward project objectives or approaches.
* Lack of participation.
* Efforts to undermine group work.
* An unwillingness to share credit and a propensity to place blame or shift responsibility.

## Communication

Accurate, appropriate, professional business communication is an important part of every employee's job. Employers will evaluate this skill with the following in mind:

* Clear, concise verbal and written communications.
* Timely follow up to voice mail, email and customer inquiries.
* Responsive attitude toward colleagues and managers.
* An ability to accurately articulate concepts, ideas and feedback.

**Poor communication skills are exhibited by:**

* An inability to issue clear and concise directives.
* Unresponsiveness or incomplete responses to requests from colleagues.
* Communication that includes typos or grammatical mistakes or is inaccurate.

## Customer Service

Regardless of the role you play, you are directly or indirectly serving your customer base through your position. Your employer will assess you in critical performance areas related to customer care, including:

* Polite, professional interactions with customers.
* Ensuring problems are handled rather than being passed off.
* Offering solutions or options to resolve customer complaints.
* Timely responsiveness to customer needs.
* Good representation of the company.

**Poor customer service skills you might be called out for include:**

* Slow reaction time to customer issues.
* Failure to offer solutions.
* Poor show of empathy or understanding.
* Unwillingness to deal professionally with customers or displays of anger or frustration in handling problems.

## Job Functions

Key performance indicators related directly to your specific job functions will be appraised during an evaluation, but this particular area will vary based on your role and responsibilities. Key performance indicators might include:

* Timeliness
* Attention to detail.
* Creativity and innovation.
* Good time management.
* Ability to perform in all key areas of role.
* Consistency
* Initiative

Employers will also assess if you have met pre-established goals during the time period between appraisals. These are typically specific to your individual job function and may include anything from learning a new software program to leading a team effort or hitting an earnings goal.