# Name Last Name

| **Date:** | YYYY-MM-DD |
| --- | --- |
| **Period of evaluation:****Title:** |   |
| **Manager:** |  |

# About employee growth

We are committed to the personal and professional growth of our employees. To this end, it is important that our employees set short-term and long-term goals for individual growth as well as for team and company growth.

This document is intended to encourage you to self-reflect on your journey with us so far, and think about where you want to be. You can start by acknowledging your strengths and interests in this document so that you can discuss them with your manager who can help you work towards developing them.

 Start - Update MuchSkills
Log in to [MuchSkills](https://app.muchskills.com/login) and ensure your profile is up to date:

* **My Skills:** Add new skills and update skill levels.
* **My Growth - Gap Analysis:** Add all skills relevant to your role.
* **My Growth - Goals:** Set 1–3 skill development goals.

 Section 1: Achievements

Briefly summarize what you’ve done in the period under review. What new skills and competences have you established, what relations have you formed and maintained, what projects have you delivered?

| **TOPICS** |  |
| --- | --- |
| Skills and competences |   |
| Projects |   |
| Relations (clients, colleagues, partners, etc.) |   |

#  Section 2: Goals

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| **QUESTION** |  |
| --- | --- |
| What I know I’m excellent at. |   |
| What strengths I would like to develop or improve. |   |
| What is holding me back. |   |

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# Section 3: Self-reflection

### Note: It’s okay to be brief while answering this section

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### **1** Commitment to self

A commitment to oneself is important for personal and professional growth and to ensure employee well-being.

**1.1** How I believe I am learning.

**1.2** How I stay self-motivated.

**1.3** How I stay knowledgeable and updated with regard to my field of expertise.

**1.4** How I manage my time to ensure I don’t feel overworked.

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### **2** Commitment to quality

A commitment to quality ensures that you constantly push the boundaries of work and do not get comfortable with the status quo.

**2.1** How I drive excellence with the work I do.

**2.2** How I stay informed about the work of my colleagues and customers.

**2.3** How I prioritise my work.

**2.4** How I never settle for the obvious and the ordinary.

**2.5** How I exceed the customer’s and colleague’s expectations

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### **3** Commitment to the team

The combined effect of the team is greater than the sum of individual efforts, as teams foster creativity and learning. In addition, teams with a high level of trust, respect and collective ownership work collaboratively and ensure a friendly work environment.

**3.1** How I support the team.

**3.2** How I let the team support me.

**3.3** How I empower and motivate others around me.

**3.4** How I advise and mentor others around me.

**3.5** How I work with improving team expertise and skills.

**3.6** How I keep my team happy and productive.

**3.7** How I make my team more self-reliant and autonomous.

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### **4** Commitment to the organisation

It is important that the employee feels like they fit well within the organisation because that leads to a sense of commitment or belonging. This aids employee growth and development, which also benefits the company.

**4.1** How I take the initiative to promote the company culture.

**4.2** How I create a good, fun and friendly work environment.

**4.3** How I help grow the business.

**4.4** How I advocate for and act as an evangelist for the company.

**4.5** How I create more opportunity for work.

**4.6** How I help with recruitment.

**4.7** How I help increase customer satisfaction.

**4.8** How I attract new customers.

**4.9** How I attract more responsibility to myself beyond what I already have.

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## My Dream Goal