



**INDIANA UNIVERSITY
EAST**

2011

PROFESSIONAL STAFF EMPLOYEE SELF EVALUATION

The purpose of the self-evaluation is to provide an opportunity for an employee to highlight for the supervisor his/her accomplishments and challenges over the past year. Employees may complete this form even if not requested by the supervisor. However, the supervisor may also require the completion of the self-evaluation form.

(Strictly Confidential)

University ID:

Name:

Job Title:

Date of Evaluation:

EVALUATED BY:

TITLE:

REVIEWED BY:

TITLE:

HUMAN RESOURCES

Briefly describe Duties in Present Job

PART I – PERFORMANCE FACTORS –You will be evaluated by your supervisor on the following performance factors. In order to prepare for your evaluation, please review the performance factors and prepare some examples from your work in the past year which will allow you to show your supervisor your accomplishments in these areas.

***“Examples” of performance may include a series of activities and approaches which you routinely apply to getting the job done or a specific example of one project or incident which you performed in a manner which emphasizes your ability to perform at the level of performance specified.**

1. **OBJECTIVES** – Give an example which indicates that you discuss and develop objectives with your supervisor, reach objectives on a timely basis, identify priorities and overcome obstacles in accomplishing objectives.

2. **LEADERSHIP** – Give an example which indicates that you take initiative, require little monitoring, assess problems and develop alternative solutions, and get things done.

3. **QUALITY OF WORK** – Give an example which indicates that your work meets the necessary quality standards in accuracy, neatness, and thoroughness.

8. **JUDGMENT** – Give an example which indicates that you display the ability to secure and evaluate facts in making decisions and taking action.

PART II- DIVERSITY

Indiana University East is committed to being an inclusive community and believes that multiple perspectives and experiences are essential to learning. Through our programs and practices, we seek to foster the understanding of and respect for cultural differences necessary for an enlightened and educated citizenry. All employees play a part in creating a culture that welcomes people of all backgrounds.

Give examples of ways that you believe you can contribute to a better understanding of diversity and create a more welcoming environment for everyone at IU East.

Part III-DEVELOPMENT

What personal/job related goals and objectives do you have for yourself in the coming year? These should include skills training and/or professional development goals which will allow you to do your job better.

How can your supervisor help you to achieve these goals?

Please use the information you have compiled on this form in your performance discussion with your supervisor and submit this form to be included in your annual performance evaluation.

Employee Signature _____

Date _____