

## Self Evaluation Form

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

---

### **Instructions for Completing this Form**

- ◆ Employees should complete this form prior to the annual performance review with their supervisor.
  
- ◆ Employees should make a copy of their completed Self Evaluation Form for their supervisor in advance of the review meeting.
  
- ◆ The goal of this form is to provide information from which the employee and the supervisor, working together, can create goals and action plans.
  
- ◆ Employees should select a rating for each of the core competencies using the rating guide below.

### **Rating Guide**

The rating scale below is to be used to evaluate performance in each of the competency areas.

<b>Well Above</b>	Performance is repeatedly above expectations.
<b>Above</b>	Performance is sometimes above expectations.
<b>Meets</b>	Performance meets expectations.
<b>Below</b>	Performance is sometimes below expectations.
<b>Well Below</b>	Performance is repeatedly below expectations.

---

**University Competencies  
(For all employees)**

**Quality Service**

- Listens carefully and responds to customer requests and problems
- Delivers friendly, courteous service to internal and external customers
- Demonstrates a commitment to increasing customer satisfaction
- Looks for and makes continuous improvements
- Performs with accuracy, thoroughness and effectiveness

**How I exhibit positive performance in this area:**

**How I can improve in this area:**

**Rating:**

- Well Above** Performance is repeatedly above expectations.
- Above** Performance is sometimes above expectations.
- Meets** Performance meets expectations.
- Below** Performance is sometimes below expectations.
- Well Below** Performance is repeatedly below expectations.

**Training and development needed in this area:**

Knowledge/Skill

Level of Proficiency Required

Complete By

**Respect and Community**

- Establishes and maintains respectful and cooperative working relationships
- Demonstrates respect for individuals in all forms of communication
- Supports unit and university goals and priorities
- Demonstrates respect for a positive, diverse work environment and university community
- Handles interpersonal conflicts constructively

**How I exhibit positive performance in this area:**

--

**How I can improve in this area:**

--

**Rating:**

- Well Above** Performance is repeatedly above expectations.
- Above** Performance is sometimes above expectations.
- Meets** Performance meets expectations.
- Below** Performance is sometimes below expectations.
- Well Below** Performance is repeatedly below expectations.

**Training and development needed in this area:**

Knowledge/Skill

Level of Proficiency Required

Complete By

--

--

--

**Learning and Development**

- Constructively uses feedback from multiple sources
- Seeks new challenges and increased responsibility
- Demonstrates willingness to try new approaches
- Seeks and participates in learning and development activities

**How I exhibit positive performance in this area:**

--

**How I can improve in this area:**

--

**Rating:**

- Well Above** Performance is repeatedly above expectations.
- Above** Performance is sometimes above expectations.
- Meets** Performance meets expectations.
- Below** Performance is sometimes below expectations.
- Well Below** Performance is repeatedly below expectations.

**Training and development needed in this area:**

Knowledge/Skill

Level of Proficiency Required

Complete By

--

--

--

**Focus On Results**

- Sets goals in alignment with unit and university priorities
- Organizes work to achieve goals
- Identifies and solves problems
- Achieves targeted results
- Accomplishes a fair and agreed-upon workload
- Accepts responsibility for own actions
- Attends work as scheduled

**How I exhibit positive performance in this area:**

--

**How I can improve in this area:**

--

**Rating:**

- Well Above** Performance is repeatedly above expectations.
- Above** Performance is sometimes above expectations.
- Meets** Performance meets expectations.
- Below** Performance is sometimes below expectations.
- Well Below** Performance is repeatedly below expectations.

**Training and development needed in this area:**

Knowledge/Skill

Level of Proficiency Required

Complete By

--

--

--