

FAS Employee Self Evaluation – 2013

SAMPLE



This form should reflect your job performance from July 1, 2012 to June 30, 2013 (the “Performance Year”). Once completed, please sign this form and submit it to your manager.

Employee: Paul Robinson	HUID: 12345678	Grade Level: 53
Title: Staff Assistant	Department/Center/Unit: Physics	
Manager: Martha Jones	Date: March 8, 2013	

Section 1: Summary of Accomplishments

Please summarize your most significant accomplishments (three to five) during the Performance Year. Also include any special circumstances that had a direct impact on your performance.

I had four main goals this year: managing the director’s schedule, developing and maintaining the department’s website, assisting in the budgeting process, and learning the new database software.

I think I have done a good job of maintaining the Director’s schedule and making her appointments. I always make sure needed corrections are made quickly and I try my best to anticipate her needs.

The department internet site is much more useful than it has been in the past. I have worked to keep content current, either by following up with faculty or generating new content myself. I am using the skills that I learned in the HTML and Dreamweaver classes I attended. I have heard that students really like the new department website and use it much more often. Sometimes the website saves them from having to make a trip or a phone call to the office which they really appreciate.

I assisted the department administrator in the budgeting process this year and was able to create spreadsheets and reports that were instrumental in getting a better understanding of our finances. The result of my work in this area has created the ability to use our funds most effectively.

I took the online self-help tutorial on the new database software several times on my own, however, it was not written for someone at the beginner level and as a consequence I did not make as much progress as I would have liked.



Section 2: Key Strengths and Areas for Improvement

Please list your key strengths and areas for improvement. Provide specific details and examples.

I think I work well with my colleagues, students and faculty. I am open to ideas and ask questions so I can do my job as well as I can.

The faculty planning process has gone pretty smoothly and I would like to review it and see what additional changes can be made to make it better for next year. I'm not as excited about this part of my job and I may not be as proactive as I should be. Is there anything I can do to make this responsibility more interesting?

I am responsible, I complete my work on time, and I know the policies and procedures that fall under my responsibilities. My colleagues have told me that they can count on me and that they are glad to work with me.

I would like to think through a way to better manage our office during busy student times so that I can provide a high level of customer service to our students and faculty. This would allow me to develop my time management and customer service skills.

Section 3: Areas for Growth and Development

Please provide key areas where you would most like to grow and develop.

Because of all the work I put in managing the budget, I plan to attend the Advanced Excel training in July. This course will teach me to develop a new spreadsheet system that will allow the department to make projections easier and to create budget reports we have never had before. This is an area of my work that I enjoy and I would like to expand and develop my skills in this area.

I would also like to take the CWD course on the new database software to ramp up my skills in this area.

I am thinking about moving towards a management level position so I volunteered to supervise our summer student intern. I would also like to attend CWD's Four Core Skills of a Manager course in May. This course should provide me with some basic skills that will allow me to apply my learning while managing the intern. I would also like to discuss some thoughts I have for my professional development and to hear any suggestion that you have.

Section 4: Manager Feedback

Are there ways your manager could help you to be even more successful?

I really appreciate it when we have the opportunity to meet and discuss how my assignments align with our department goals. These conversations help me to prioritize my assignments and understand how my work contributes to our department's success. It would also be helpful to receive ongoing feedback from my manager on my performance so I can contribute as much as possible. I think I would be even more effective in my position if we were able to schedule (and have) these meetings on a monthly basis.

Paul Robinson

3/8/2013

Employee Signature

Date