

# Annual Performance Evaluation Employee Self Evaluation Form

## EMPLOYEE INFORMATION

<b>Employee Name</b> _____	<b>Job Title</b> _____
<b>Supervisor/Manager</b> _____	<b>Period covered by this appraisal</b> _____
<b>Type of Review</b> Annual <input type="checkbox"/> 6 Month <input type="checkbox"/> Other <input type="checkbox"/> <b>Review Date</b> _____	

## Employee Section: Self-Assessment

Describe and assess your performance and accomplishments during the past evaluation period. List and discuss the results of work produced, services provided, new techniques or innovations developed or other special projects as related to your current job description.

JOB PERFORMANCE - Employee Self Evaluation	Consistently exceeds standards	Meets all standards and may exceed in many cases	Meets standards	Fails to meet standards
<b>Communication</b> (both written and oral) – Timely communication with styles that are approachable and respectable. Listens carefully to others. Proactive and thorough in determining who needs information and works to keep them informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creativity/Innovation</b> - explores and suggests new approaches and methods to affect departmental goals and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Customer Focus</b> – Engage in all job-related interactions and activities with contact from within and outside the University in a courteous and professional manner. Focuses on meeting customer needs and follows up until questions are answered or problems are resolved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability/Reliability</b> - consistently carries out assignments with minimal supervision. Consistently adheres to set work schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flexibility/Adaptability</b> - adjusts performance to accommodate changes in departmental direction and processes. Adapts to changing responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b> - shows leadership and resourcefulness, performs tasks independently and assumes responsibility for completing tasks. Seeks out assignments and takes effective action without explicit direction from supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Relations</b> - Shows respect for individual differences. Demonstrates behaviors that embrace diversity. Is approachable and accessible; promotes cooperation. Deals maturely, discreetly and directly with conflict.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Job Knowledge</b> - demonstrates expertise in the functional aspects of the job. Continues to learn new skills and seeks new knowledge to improve expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Productivity</b> (quality and quantity of work performed) - reflects the accuracy, volume, and timeliness of work performed. Self-management and self-assessment reflects ability to determine priorities, maximize efficiency, and work toward improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technology Skills</b> - proficient use of work-related equipment, tools, and technology. Demonstrates technical and business expertise to provide information and resolve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork</b> - works collaboratively with fellow employees and others to achieve identified goals and objectives. Gains the respect and confidence of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## EMPLOYEE GOALS FOR PAST REVIEW PERIOD

Specify goals from the previous review period and consider to what extent they were achieved or fulfilled. Explain any change to goals/objectives that occurred during the year and make sure you identify all factors that caused the goal to be met or not to be met.

**Supervisors:** In the space provided, check the appropriate Supervisor rating.

<b>GOAL #1</b>	<b>Employee Self-Rating</b> <input type="checkbox"/> Did not meet objective. <input type="checkbox"/> Partially met objective. <input type="checkbox"/> Met objective. <input type="checkbox"/> Exceeded objective.
<b>Comments</b>	
<b>GOAL #2</b>	<b>Employee Self-Rating</b> <input type="checkbox"/> Did not meet objective. <input type="checkbox"/> Partially met objective. <input type="checkbox"/> Met objective. <input type="checkbox"/> Exceeded objective.
<b>Comments</b>	
<b>GOAL #3</b>	<b>Employee Self-Rating</b> <input type="checkbox"/> Did not meet objective. <input type="checkbox"/> Partially met objective. <input type="checkbox"/> Met objective. <input type="checkbox"/> Exceeded objective.
<b>Comments</b>	
<b>GOAL #4</b>	<b>Employee Self-Rating</b> <input type="checkbox"/> Did not meet objective. <input type="checkbox"/> Partially met objective. <input type="checkbox"/> Met objective. <input type="checkbox"/> Exceeded objective.
<b>Comments</b>	

Enter additional goals as needed by copying and pasting the above

## EMPLOYEE GOALS FOR THE NEXT PERIOD

In the space provided, specify your professional goals for the next year. Please identify the desirable outcome, target date for completion, and how it may positively impact the University.

### GOAL #1

Comments

### GOAL #2

Comments

### GOAL #3

Comments

### GOAL #4

Comments

*Enter additional goals as needed by copying and pasting the above box.*

List any significant professional accomplishments achieved over the last year not already mentioned in the evaluation, and why it was significant.

In order to improve performance/contribution, what additional things may be done by the supervisor or anyone else within the University?

Please list any known equipment, training and/or travel needs for the coming year.

## PERFORMANCE SUMMARY

When determining your overall rating please take into consideration your job performance, goal expectations, obstacles encountered, identification of strengths and areas for improvement.

### Rating

- ☐ Unsatisfactory performance.
- ☐ Does not meet expectations, needs improvement.
- ☐ Meets expectations.
- ☐ Exceeds expectations.
- ☐ Exceptional performance.

### Employee Additional Comments

Employee Signature

Date