



## SELF EVALUATION FORM

For Use in the  
Core Performance Management Program

## Self Evaluation Form

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

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

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### **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.

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**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:**

_____ <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.

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

<u>Knowledge/Skill</u>	<u>Level of Proficiency Required</u>	<u>Complete By</u>

## 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:

- |                         |   |
|-------------------------|---|
| _____ <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. |

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

Knowledge/Skill

Level of Proficiency Required

Complete By

**Supervisory Competencies  
(For all supervisors and managers)**

**Performance Management**

- Sets clear expectations with staff
- Gives feedback in a respectful, constructive way
- Encourages staff to seek feedback from multiple sources
- Promotes self-development and responsiveness to feedback
- Uses coaching skills effectively to improve staff performance
- Conducts effective and timely performance reviews
- Recognizes excellent performance
- Encourages staff to engage in learning and development opportunities

**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:**

<u>Knowledge/Skill</u>	<u>Level of Proficiency Required</u>	<u>Complete By</u>
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## Leadership

- Builds commitment to mission and priorities of unit and university
- Involves staff actively in planning and decision making
- Ensures a focus on core performance competencies
- Fosters a work environment characterized by mutual respect
- Provides direction and defines priorities
- Acts with integrity

**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

## Job-Specific Competencies

If the supervisor and staff person identified additional competencies during performance planning, those competencies should be listed below, along with the employee's self evaluation of their performance on these competencies.

1. \_\_\_\_\_  
(specific job-related competency)

**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

2. \_\_\_\_\_  
(specific job-related competency)

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

<u>Knowledge/Skill</u>	<u>Level of Proficiency Required</u>	<u>Complete By</u>