



# Annual Performance Self Evaluation

Employee name			
Title/Department			
Date of Evaluation			
Position Description current/accurate? <i>Position Descriptions must be updated at least every three years.</i>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	If no, when will it be updated?	

**Instructions:**

Employee will have option to complete Self Evaluation prior to annual evaluation.

**Position Responsibilities and Core Competencies**

Assess job duties and responsibilities specific to this position and employee. Use position description to define responsibility areas. Employee first self-evaluates. Supervisor evaluates and rates. Use core competencies as they relate to employee job responsibilities and performance. Include FY Goals + Quarterly Activities within the appropriate responsibility area.



**Responsibility Area #2**

Describe the responsibilities in this area using position description

**Describe Key Accomplishments**

**Describe Opportunities for Growth**

**Responsibility Area #3**

Describe the responsibilities in this area using position description

**Describe Key Accomplishments**

**Describe Opportunities for Growth**

**Responsibility Area #4**

Describe the responsibilities in this area using position description

**Describe Key Accomplishments**

**Describe Opportunities for Growth**

**Responsibility Area #5**

Describe the responsibilities in this area using position description

**Describe Key Accomplishments**

**Describe Opportunities for Growth**

## Core Competencies

Use Core Competencies as they relate to job performance in each responsibility area.

<p><b>DECISION MAKING &amp; PROBLEM SOLVING</b></p>	<ul style="list-style-type: none"> <li>• Identifies and evaluates problems objectively</li> <li>• Formulates sound decisions and recommendations</li> <li>• Demonstrates good judgment in handling routine problems</li> <li>• Encourages other employees to participate in decision making</li> <li>• Demonstrates resourcefulness in problem solving</li> <li>• Ability to think through problems, evaluate relevant facts and reach sound conclusions</li> </ul>
<p><b>PRODUCTIVITY &amp; QUALITY OF WORK</b></p>	<ul style="list-style-type: none"> <li>• Work completion is consistently thorough and accurate</li> <li>• Makes effective use of time</li> <li>• Completes tasks in a timely manner</li> <li>• Work displays high level of technical skills</li> <li>• Performs tasks in an organized and efficient manner</li> <li>• Handles multiple activities and responsibilities simultaneously</li> <li>• Plans appropriately</li> <li>• Delegates when appropriate</li> </ul>
<p><b>INITIATIVE &amp; CONTINUOUS IMPROVEMENT</b></p>	<ul style="list-style-type: none"> <li>• Ability to perform daily responsibilities in a resourceful, self-reliant manner</li> <li>• Makes practical, workable suggestions for improvements</li> <li>• Demonstrates a self-starter attitude and approach</li> <li>• Recognizes deficiencies and seeks help when appropriate</li> <li>• Demonstrates an interest in departmental and self-improvement</li> <li>• Effective in generating new ideas</li> <li>• Effective in researching new ideas to bring about improvements</li> </ul>
<p><b>COOPERATION &amp; TEAMWORK</b></p>	<ul style="list-style-type: none"> <li>• Shows sensitivity to and consideration for others' feelings</li> <li>• Offers assistance willingly and supports the team processes and decisions</li> <li>• Makes a positive contribution to morale and work environment</li> <li>• Is a team player and participates with others to accomplish tasks</li> <li>• Maintains a positive relationship with all institution work groups</li> <li>• Maintains a positive relationship with other employees, students and community partners</li> </ul>
<p><b>DEPENDABILITY</b></p>	<ul style="list-style-type: none"> <li>• Carries out assignments with careful follow</li> <li>• Meets predetermined deadlines or targets</li> <li>• Can be counted on for consistent performance</li> <li>• Is personally accountable for his/her actions</li> <li>• Can be counted on for extra effort as needed</li> <li>• Promptness at start and end of work day, meals, and breaks</li> <li>• Attendance record</li> </ul>
<p><b>FINANCIAL RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• Effective in utilizing human, financial and/or physical resources</li> <li>• Follows fiscal business practices and meets deadlines</li> <li>• Works within approved budget and monitors expenditures</li> <li>• Understands individual impact on overall university budget process</li> </ul>
<p><b>SAFETY &amp; SECURITY</b></p>	<ul style="list-style-type: none"> <li>• Performs activities in a safe manner</li> <li>• Understands and supports the safety program and policies</li> <li>• Recognizes unsafe working conditions and promptly reports safety concerns.</li> <li>• Protects the confidential records and information</li> <li>• Follow policy regarding computer use and security awareness</li> </ul>

<p><b>COMMUNICATION</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively</li> <li>• Ability to listen effectively</li> <li>• Keeps supervisor and/or other coworkers informed of work progress</li> <li>• Anticipates customer expectations and checks to ensure their expectations are met</li> <li>• Ability to respond effectively to internal/external customer needs, requests and concerns</li> </ul>
<p><b>DIVERSITY &amp; MUTUAL RESPECT</b></p>	<ul style="list-style-type: none"> <li>• Seeks varied viewpoints and experiences</li> <li>• Displays empathetic listening skills and respects individual differences</li> <li>• Strives to achieve the goals of the College's Diversity and Affirmative Action Plans</li> <li>• Models cultural competency including sensitivity to diversity</li> <li>• Displays and promotes mutual respect among co-workers</li> </ul>
<p><b>INTEGRITY</b></p>	<ul style="list-style-type: none"> <li>• Models integrity and ethical behaviors</li> <li>• Models good judgement in the absence of supervision</li> <li>• Understands responsibility to report unethical behaviors</li> <li>• Adheres to the Employee Code of Conduct</li> </ul>
<p><b>CONTRIBUTION TO DEPARTMENT &amp; UNIVERSITY</b></p>	<ul style="list-style-type: none"> <li>• Understands and contributes to achieving the strategic goals of the university</li> <li>• Represents the university competently to external constituencies</li> <li>• Contributes to positive morale</li> <li>• Demonstrates interest and involvement in university activities</li> <li>• Promotes positive public relations</li> <li>• Participates in civic engagement and service to others</li> <li>• Participates in environmental stewardship and preservation of the earth</li> <li>• Provides a positive university experience to our student population</li> </ul>
<p><b>ADAPTABILITY</b></p>	<ul style="list-style-type: none"> <li>• Responds positively to change</li> <li>• Works effectively in situations with limited time and/or resources</li> <li>• Accepts constructive criticism positively</li> <li>• Accepts and adapts to changes as necessary</li> </ul>