

**Employee Performance Self-Review**

**Exempt & Non-Exempt**

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| **Employee Name:** | Click or tap here to enter text. | **Employee Title:** |  Click or tap here to enter text.    |
| **Employee Dept:** | Click or tap here to enter text. | **Employee ID#:** | Click or tap here to enter text.      |

**Signatures**

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| --- | --- |
| Type Supervisor Name: |   Click or tap here to enter text.   |
|
| Supervisor Signature: |   | Date: |   |
|
| Type Employee Name: |  Click or tap here to enter text.  |
|
| Employee Signature: |   | Date: |   |
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\*\*The supervisor’s signature acknowledges that this performance self-review was discussed with their supervisor but does not necessarily indicate agreement with the assessments made herein.

**General Instructions:**

Employees should use this form to complete a self-review of their performance in relation to their major responsibilities, competencies, and goals. Select a rating for each competency based on this past year’s performance. Please refer to the Performance Attributes & Competencies Guide included in the Perf. Eval. Toolkit. Adding specific comments to support your rating is required. The supervisor is encouraged to add comments based on this self-review at in your official performance review document.

How to Use 1. Tab to each field to move through the document. 2. Comment sections will expand as information is typed in. 3. Save an electronic copy of review for your records. 4. Sign on page one. 5. Provide a copy to your supervisor by April 1.

**Competency Proficiency Definitions:**

1 - Developing: Activity working on increasing ability and effectiveness, able to demonstrate the competency in certain circumstances and with increasing regularity. Increasing comfort with utilizing the competency in complex situations and with a variety of stakeholders. Ability to demonstrate competency improved through close supervision.

2 - Proficient: Able to demonstrate the competency in most circumstances and with regularity. Comfort with utilizing the competency in complex situations and with a variety of stakeholders. Ability to demonstrate competency more independently/with less supervision.  Activity working on developing others/mentoring in relation to this competency.

3 - Advanced: Able to demonstrate the competency with regularity in complex situations and with a variety of stakeholders. Ability to demonstrate competency independently and to lead others in this capacity.  Adept at developing others/mentoring in relation to this competency.

**Section 1: Core Competencies**

Using the Employee’s Perf. Review Toolkit, review the Core Competency guide prior to completing this section. Use the examples and behaviors in the guide to reflect on your performance in relation to the statements for each individual competency. Support your ratings with specific examples in the comment section.

**1. Inclusion:** I actively engage with the values and the mission of the College by promoting a work environment that embraces diversity, and I demonstrate respect for the opinions and beliefs of others.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
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1a. Optional Comments: Click or tap here to enter text.

**2. Commitment:** I strive for personal excellence at work, including improving procedures and problem-solving.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
| [ ]  | [ ]  | [ ]  |

2a. Optional Comments: Click or tap here to enter text.

**3. Responsibility:** I assume responsibility for the tasks and processes within my job with creativity and innovation.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
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3a. Optional Comments: Click or tap here to enter text.

**4. Customer-focused:** My primary focus is on service to others and contributing to a collaborative workplace.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
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4a. Optional Comments: Click or tap here to enter text.

**5. Teamwork:** I’m a team player and encourage and enable teamwork to the best of my abilities.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
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5a. Optional Comments: Click or tap here to enter text.

**6. Communication:** I am an effective communicator, sharing information proactively and enhancing partnerships.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
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6a. Optional Comments: Click or tap here to enter text.

**7. Professionalism:** I exhibit professionalism, initiative, flexibility and dedication. I seek to continuously improve.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
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7a. Optional Comments: Click or tap here to enter text.

**Complete only if you have employees who directly report to you:**

**8. Employee Development:** I prioritize the growth and development of my direct report(s).

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
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8a. Optional Comments: Click or tap here to enter text.

**9. Team Management:** I am successful at leading and managing the members of my team and our resources.

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| 1 - Developing  | 2 - Proficient  | 3 - Advanced |
| [ ]  | [ ]  | [ ]  |

9a. Optional Comments: Click or tap here to enter text.

**Section 2: Responsibilities & Goal Reflection**

Review your Job Description, SMART goal guide and previous employee review (if applicable). Reflect on your progress and accomplishments in relation to your major job responsibilities and established goals. Answer the questions below by providing specific detail.

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| **Key Accomplishments**: What do you consider your most significant accomplishments, contributions, and duties that you performed the best or improved upon during this performance period? How did you feel these contributed to the success of the organization? What factors supported these accomplishments/success? |

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| **Evaluation of Performance**: Were you able to perform the goals established in the previous evaluation period or that were established in the past year? What factors were helpful and what factors were challenging in accomplishing these goals? |

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| **Developmental Activities**: Throughout this past evaluation period, what skills have you focused on developing? Over the next year, what skills to do you hope to continue to develop? How would you like to see your department/the College support you in achieving this? |

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| **Future Goals:** What new goals do you look forward to accomplishing during the next review period? What are your long-term career goal or aspirations?  |

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| **Job Description Review**: Since your last evaluation period, have you performed any new tasks or assumed additional responsibilities? Are any of these responsibilities not currently captured in your job description? If so, please specify.  |