**2023 Non-Exempt Employee Self-Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.     |
| **Conducted By:**  | Click or tap here to enter text. | **Date:** | Click or tap here to enter text.      |

**Signatures**

|  |  |
| --- | --- |
| 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 |   |
|

\*\*The signature acknowledges that this performance review was discussed but does not necessarily indicate agreement with the assessments made herein.

|  |
| --- |
| **Competency Proficiency** |
| **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.**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.  Actively working on developing others/mentoring in relation to this competency.**1 – Developing**: Actively 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. |

**General Instructions**

Using the above ratings and additional guidance from the Performance Management Guide, select a rating for each competency based on how you would evaluate your performance during the review period (March 2022-February 2023). Adding comments with specific examples to support your rating is incredibly important. **Please submit this form to your supervisor no later than April 1, 2023.**

**Core Competencies**

Review the Core Competencies in the Performance Management Guide prior to completing this section. Use the examples and behaviors provided to reflect on your performance in relation to each individual competency. Support your ratings with specific examples in the comment section.

|  |  |  |
| --- | --- | --- |
| **Collaboration*** Enhancing information, ideas, and thoughts with others in a manner that is proactive and enhances partnerships
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Inclusion*** Actively engaging with the values of the College by promoting a work environment that embraces diversity and demonstrating respect for the opinions and beliefs of others
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Innovation*** Performing one’s job with creativity and proactivity, improving procedures and problem-solving
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Mission/Service Orientation** * Focusing on service to others and contributing to the College’s collective mission
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Responsibility** * Taking ownership of one’s actions and accountability for one’s tasks and duties
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Complete only if you have one or more direct report:** |
| **Employee Development** * Committing to and investing in your employees, to enable professional growth in their roles
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |
| **Team Management*** Overseeing the success of your employees, helping to allocate resources appropriately and support the accomplishment of common goals
 | [ ]  **3 – Advanced** [ ]  **2 – Proficient**[ ]  **1 – Developing** | **Comments:** |