CASE WESTERN RESERVE UNIVERSITY — EST. 1826

SELF-ASSESSMENT

Employee Name:	Employee ID #:	Supervisor:
Department:	Job Title:	**Evaluation Period** From: To:

Please review the Instructions for guidance. Employees are also encouraged to review the Annual Performance Review Policy and FAQs.

Competencies and Core Job Functions	Comments
Knowledge of job (*demonstrates appropriate understanding of job duties; develops skills needed to perform job effectively; understands expectations of the job and prioritizes assignments and core job functions*)	
Technical skills (*demonstrates appropriate knowledge of equipment, software, and relevant programs needed to perform job; stays abreast of developments in area of expertise*)	
Quality of work (*completes core job functions and assignments in an accurate, thorough, and effective manner that achieves expected outcomes*)	
Productivity/quantity of work (*completes core job functions and assignments in a timely manner and meets deadlines; uses work time productively; produces appropriate volume of work; effective time management and handling multiple tasks; follows through with assignments*)	
Initiative and commitment (*identifies and analyzes problems; offers solutions and/or suggests/implements improved methods; voluntarily assists department or colleagues; demonstrates personal responsibility when performing duties*)	
Work ethic (*demonstrates reliability, honesty, and integrity; disciplined and engaged in core job duties; demonstrates preparedness and punctuality at meetings*)	
Professionalism and interpersonal behavior	

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(exercises courtesy, empathy, and respect in communications and interactions with colleagues, supervisors, stakeholders, and/or customers; responds productively to constructive criticism; interacts well with customers and vendors; team player; maintains collaborative work relationship with colleagues; positive and professional demeanor (verbal and nonverbal); uses discretion)	
Safety, security, and compliance *(complies with university policies; observes safety standards in the workplace; monitors, reports, and participates, as appropriate, in resolving potential safety and security issues; maintains data integrity with [U]Tech policies; attends required EHS annual lab safety training as applicable; completes annual compliance training); other activities may include attending university-wide safety training (e.g. RAD, ALICE, safety videos, etc.)*	
Diversity and inclusiveness (*demonstrates and fosters civility, free exchange of ideas, and appreciation for distinct perspectives and talents of each individual; encourages relationships and interactions among people of diverse backgrounds; actively diminishes prejudice and discrimination; complies with the university's core values, diversity statement, and non-discrimination policy)*	
Service orientation (*responds in a timely manner to internal and external requests; effectively addresses needs of customers with efficiency, courtesy, and good judgment; proactive; adheres to department service standards)*	
	Sections below are for employees who supervise other employees
Establishing direction and focus *(develops, explains, and discusses objectives that support department and university goals; offers assistance to support the goals and objectives of the department)*	
Developing staff *(supports career development opportunities for staff; provides suggestions and opportunities for staff training and development as appropriate)*	
Managing performance *(provides employees with clear expectations regarding job expectations and goals; holds self and staff accountable; clear, honest, timely, and regular performance feedback; completes the Annual Review in a timely and effective manner)*	
Empowering others	

| *(develops employees' ability to be successful by sharing information and empowering employees to take initiative on how objectives will be achieved and issues resolved; motivates staff to achieve their potential; delegates appropriate responsibility)* | |

Employee comments for Supervisor's consideration when evaluating. Employee may answer with as much or little detail as desired.

What do you consider your most important achievement of the past year? _____

_____

What elements of the job do you find most challenging? _____

_____

What actions have you taken to overcome these challenges? _____

_____

What, if anything, do you feel you need to be more successful? _____

_____

Identify any professional development activities (i.e. seminars, continuing education, workshops, conferences, job training, etc.) within or outside the

university: _____

Additional comments: _____

_____

Identify any other supervisors who should be contacted to provide feedback other than your direct supervisor (do not identify peer colleagues): _____

_____

Employee should provide the Self-Assessment to the supervisor approximately one month before their review date. Supervisor may request Self-Assessment from Employee if they have not received it. The Annual Review consists of the Self-Assessment (if completed), Performance Evaluation, and Salary Merit Addendum, and will be placed in the Employee's Personnel File. And Rebuttal and Response will likewise be considered part of the Annual Review.