CASE WESTERN RESERVE
UNIVERSITY

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 (*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.)*)	
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): _____

_____

While a Self-Assessment is not required, the Employee is encouraged to submit one to the Supervisor approximately one month before their review date. If the Supervisor does not receive a self-assessment, they may request it from the Employee. The Annual Review includes the Self-Assessment (if submitted), the Performance Evaluation, and the Salary Merit Addendum, all of which will be filed in the Employee's Personnel File. If the Employee submits a Rebuttal to their Annual Review, that and the Supervisor Response will also be included as part of the Annual Review.