

**SELF-ASSESSMENT**

Employee Name:	Employee ID #:	Supervisor:
Department:	Job Title:	<b>Evaluation Period</b> 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
<p align="center"><b>Knowledge of job</b></p> <p><i>(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)</i></p>	
<p align="center"><b>Technical skills</b></p> <p><i>(demonstrates appropriate knowledge of equipment, software, and relevant programs needed to perform job; stays abreast of developments in area of expertise)</i></p>	
<p align="center"><b>Quality of work</b></p> <p><i>(completes core job functions and assignments in an accurate, thorough, and effective manner that achieves expected outcomes)</i></p>	
<p align="center"><b><u>Productivity</u>/quantity of work</b></p> <p><i>(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)</i></p>	
<p align="center"><b>Initiative and commitment</b></p> <p><i>(identifies and analyzes problems; offers solutions and/or suggests/implements improved methods; voluntarily assists department or colleagues; demonstrates personal responsibility when performing duties)</i></p>	
<p align="center"><b>Work ethic</b></p> <p><i>(demonstrates reliability, honesty, and integrity; disciplined and engaged in core job duties; demonstrates preparedness and punctuality at meetings)</i></p>	
<p align="center"><b><u>Professionalism</u> and interpersonal behavior</b></p>	

<p><i>(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)</i></p>	
<p><b><u>Safety, security, and compliance</u></b>  <i>(complies with <a href="#">university policies</a>; observes safety standards in the workplace; monitors, reports, and participates, as appropriate, in resolving potential safety and security issues; maintains data integrity with <a href="#">U/Tech policies</a>; attends required <a href="#">EHS</a> annual lab safety training as applicable; completes annual <a href="#">compliance training</a>); other activities may include attending university-wide <a href="#">safety training</a> (e.g. RAD, ALICE, safety videos, etc.)</i></p>	
<p><b>Diversity and inclusiveness</b>  <i>(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 <a href="#">core values</a>, <a href="#">diversity statement</a>, and <a href="#">non-discrimination policy</a>)</i></p>	
<p><b>Service orientation</b>  <i>(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)</i></p>	
	<p><b>Sections below are for employees who <a href="#">supervise</a> other employees</b></p>
<p><b>Establishing direction and focus</b>  <i>(develops, explains, and discusses objectives that support department and university goals; offers assistance to support the goals and objectives of the department)</i></p>	
<p><b>Developing staff</b>  <i>(supports career development opportunities for staff; provides suggestions and opportunities for <a href="#">staff training and development</a> as appropriate)</i></p>	
<p><b>Managing performance</b>  <i>(provides employees with clear expectations regarding job expectations and goals; holds self and staff accountable; clear, honest, timely, and regular performance feedback; completes the <a href="#">Annual Review</a> in a timely and effective manner)</i></p>	
<p><b>Empowering others</b></p>	

<i>(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)</i>	
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**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) and Performance Evaluation and will be placed in the Employee's Personnel File. And Rebuttal and Response will likewise be considered part of the Annual Review.**