

Self-Evaluation for Performance Review

Self Evaluation of: _____

PERFORMANCE COMPETENCIES

Service: Promotes a culture of service. Examples of behaviors might include:

- Responds appropriately to the needs of internal and external customers.
- Seeks to secure positive interpersonal relations.
- Conveys instructions, ideas, and information clearly.
- Follows through on commitments to others.
- Represents one's position, work unit and organization both internally and externally professionally and responsibly.
- Anticipates needs or problems and acts to meet or resolve responsibly, efficiently and cost-effectively.

For research focused positions, examples of behaviors include:

- Works to create and sustain a measurable, high standard of quality in research.
- Facilitates relationship with sponsors in ways that project respect, understanding and professionalism and strengthen the research program.
- Meets frequently and communicates openly to assure sponsor's needs are identified and satisfied.
- Works to develop sustainable initiatives with academic sector or partners.

Comments:

Teamwork/Collaboration: Promotes cooperation and effective relationships. Examples of behaviors might include:

- Works in a cooperative and collaborative manner within work unit and across the organization.
- Appreciates and leverages the strengths of others to accomplish goals.
- Shares relevant information accurately, completely and appropriately.
- Supports the success of team members.
- Manages interpersonal conflicts constructively.
- Earns the trust and respect of team members.

Comments:

Diversity & Respect: Promotes an inclusive, welcoming and diverse climate. Examples of behaviors might include:

- Treats all people with dignity, civility, and fairness.
- Demonstrates respect for people of diverse backgrounds, viewpoints, needs and experiences.
- Seeks and values the opinions and contributions of others.
- Acknowledges ideas from others, even when different from own.
- Seeks to ensure all sides are heard before reaching a conclusion.
- Works diligently to foster an open and inclusive environment.

Comments:

Initiative: Exhibits resourcefulness, independent action and professional judgment that are position appropriate.

Examples of behaviors might include:

- Actively engages in activities that support the organization's mission and goals.
- Strives toward excellence in all tasks and responsibilities.
- Achieves results with appropriate level of guidance.
- Seeks opportunities to provide service and contribute to organizational success.
- Prioritizes tasks based on importance.
- Uses time efficiently and responds quickly and constructively when confronted with challenges.
- Takes steps to resolve problems and make constructive recommendations.
- Displays an ongoing commitment to learning and self-improvement that adds value to the organization.

Comments:

Accountability: Acts responsibly and takes ownership of own behavior, actions and decisions. Examples of behaviors might include:

- Delivers quality and timely work products and services.
- Meets obligations with assignments and commitments.
- Complies with applicable policies, regulations, rules and procedures.
- Establishes and maintains confidentiality of communications and information.
- Follows safety and security protocols, and performs in a manner that promotes the safety of self and others.
- Uses resources responsibly.
- Completes assigned training on time.
- Leads by example in appearance, attitude, character and work ethic.

Comments:

SUPERVISOR COMPETENCIES – *applicable for those who supervise others*

Supervision: Manages performance and cultivates a positive work environment. Examples of behaviors might include:

- Promotes employee excellence by establishing appropriate performance goals and assignments; providing coaching, feedback, and support; and rewarding high performance.
- Provides clear direction and communicates expectations.
- Manages employee performance issues.
- Promotes employee well-being.

- Supports employee growth by assisting with career plans and providing opportunities for professional development.
- Promotes collaboration and teamwork within work unit.

Comments:

Organizational Leadership: Cultivates a high-performing and fiscally responsible workplace. Examples of behaviors might include:

- Communicates, supports and promotes the organization's vision, mission and goals.
- Plans and monitors work activity and output, ensuring alignment with overall goals.
- Makes adjustments as needed to address multiple demands and competing priorities.
- Acts as a change agent by demonstrating flexibility and adaptability, and by implementing appropriate changes in culture, strategy and regulatory requirements.
- Follows fiscal guidelines, regulations, principles, and standards when committing resources and processing financial transactions.
- Ensures adherence with HR regulations and laws.

Comments:

OVERALL RATING

Comment on your overall performance, achievement of goals, comment on job duties, or other important aspects of your performance from the previous year.

Comments: