Year End Review Questions in Workday

Performance

Question	In this section, please evaluate and summarize your job performance against current year goals/objectives. **Please include in the answer box your key goals and objectives met (goals listed from last year's annual performance evaluation or listed in your mid-year review) and/or essential functions from your job description.**

Competencies

Individual Contributor

Professional Knowledge & Accountability	Demonstrates the desire and ability to produce timely high quality work. Focuses on results and desired outcomes and how best to achieve them. Action oriented, taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. Takes ownership of responsibilities and shows initiative. Demonstrates ability to adjust approach when needed in order to complete assigned projects and tasks. Uses time and university resources efficiently. Makes timely, informed decisions that consider the facts, goals, constraints, and risks. Anticipates potential problems and actively works to resolve them. Demonstrates commitment to professional development. Welcomes feedback from others on developing professional capabilitie s. Actively seeks new ways to grow and be challenged using both formal and informal development channels.
Collaboration & Communication	Demonstrates a positive attitude. Treats others with respect and dignity at all times, regardless of position or role. Resolves conflicts effectively and collegially. Builds and maintains productive, respectful working relationships with employees at all levels within and outside the employee's own department. Communicates effectively both verbally and in writing at a level appropriate for employee's position. Conveys information and ideas clearly and concisely. Actively listens and encourages others to offer input and ideas.
Learning & Self-Development	Demonstrates commitment to professional development. Welcomes feedback from others with regard to developing professional capabilities. Actively seeking new ways to grow and be challenged using both formal and informal development channels.
Diversity & Inclusion	Treats all community members with respect, fairness and dignity. Recognizes differences among community members and tailor approaches as necessary to develop effective working relationships with those who have varying group identities, perspectives and cultural backgrounds.

Management

Professional Knowledge & Accountability	Demonstrates the desire and ability to produce timely high quality work. Focuses on results and desired outcomes and how best to achieve them. Action oriented, taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. Takes ownership of responsibilities and shows initiative. Demonstrates ability to adjust approach when needed in order to complete assigned projects and tasks. Uses time and university resources efficiently. Makes timely, informed decisions that consider the facts, goals, constraints, and risks. Anticipates potential problems and actively works to resolve them. Demonstrates commitment to professional development. Welcomes feedback from others on developing professional capabilitie s. Actively seeks new ways to grow and be challenged using both formal and informal development channels.
Collaboration & Communication	Demonstrates a positive attitude. Treats others with respect and dignity at all times, regardless of position or role. Resolves conflicts effectively and collegially. Builds and maintains productive, respectful working relationships with employees at all levels within and outside the employee's own department. Communicates effectively both verbally and in writing at a level appropriate for employee's position. Conveys information and ideas clearly and concisely. Actively listens and encourages others to offer input and ideas.

Act Strategically & Innovatively	Align the priorities of the leader's department with Brandeis' strategic objectives. The leader is able to effectively communicate departmental and Brandeis vision so that team members can see how their work relates to the University as a whole. The leader understands that a "top down" culture is not conducive to employee engagement and instead fosters an environment in which individual initiative and innovative ideas are welcomed from all team members and the leader invites team members to identify issues, propose changes and design necessary change.
Builds Trust	The leader shares important information from senior management with employees. The leader consistently engages with others at all levels of the University through active listening and respectful conversations. The leader is consistent in their decision making, acts fairly and preserves confidentiality.
Develops Talent	The leader inspires talent by setting clear goals and objectives that are specific and measurable and creates an environment that recognizes the importance of ownership and accountability. The leader identifies gaps in skills and capabilities among team members and provides meaningful coaching, guidance and feedback. The leader recognizes talent and achievement and praises/rewards employees for jobs well done in the moment. The leader promotes and supports team members in learning new skills. The leader develops succession plans and provides meaningful assignments to advance individual capabilities. Promotes organizational mission and goals, and shows the way to achieve them (where applicable).
Promotes an Inclusive Environment	The leader fosters a culture that recognizes and values diversity. The leader attracts, develops and retains a diverse, high performing team. The leader holds themselves and other team members accountable for promoting inclusive practices, and treats all community members with respect, fairness and dignity – regardless of role or level. Recognize differences among community members and tailor approaches as necessary to develop effective working relationships with those who have varying group identities, perspectives and cultural backgrounds.

Development

Question   In the answer box, please identify 1-2 development opportunities for achieving your work objectives, job responsibilities and department goals. List specific areas for professional/career development that you would like to discuss with your manager.

Goal Setting

Question   In the answer box, please outline goals and objectives for the next review period.