

Performance

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.

Employee Evaluation

Rating:

Response:

Core Competencies

Professional Knowledge & Accountability

Demonstrates the desire and ability to produce timely high-quality work. 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. Anticipates potential problems and actively works to resolve them. Demonstrates commitment to professional development. Welcomes feedback from others.

Employee Evaluation

Rating:

Comment:

Collaboration & Communication

Demonstrates a positive attitude and is focused on providing solutions. Treats others with respect, fairness and dignity at all times. 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.

Employee Evaluation

Rating:

Comment

Development Opportunities

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.

Employee Evaluation

Response:

Goal Setting

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

Employee Evaluation

Response: