## 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:**

## 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.

**Employee Evaluation**

**Rating:**

 **Comment:**

## Builds Trust & Develops Talent

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. 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 and provides meaningful assignments to advance individual capabilities. Promotes organizational mission and goals, and shows the way to achieve them (where applicable).

**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:**