

Date Prepared:		Review Period (Dates From/To):	7/01/2017	to	6/30/2018
Employee Name:		Employee ID:			
Employee Job Title:		Department:			
Supervisor Name:		Supervisor Title:			

SELF-APPRAISAL INSTRUCTIONS

The self-appraisal is your opportunity to reflect on your accomplishments and/or any set-backs that you have experienced this performance cycle. It allows your supervisor to see your performance from your perspective.

When drafting your self-appraisal, the following questions may be helpful.

- **Part I.** How well did you meet the expectations set forth by the **Institutional Goals** stated in this form?
 - What do you think you did well this year? What are you the most proud of?
 - What do you feel you could have done better? Did you encounter obstacles that prevented you from doing as well as you had hoped?
- **Part II.** Name at least **three** major **Individual Goals and/or Objectives** you had during the performance cycle?
 - Did you meet those deadlines and expectations?
- **Part III.** What professional development activities have you accomplished this year?
- **Part IV.** Comment on your overall job performance during the cycle if desired.

Part I. INSTITUTIONAL GOALS

EXPERTISE

Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession. Makes efficient and appropriate use of materials and documents work appropriately. Looks for ways to improve efficiency or quality. Maintains technical skills and relevant professional credentials.

ACCOUNTABILITY

Completes required volume of work by established deadlines and stays productive throughout workday. Generally completes work with few reminders and/or infrequent oversight. Takes sufficient/appropriate measures to plan and organize work, prioritize tasks, and set realistic goals. Seeks needed information to complete work and timely communicates status with relevant parties.

CUSTOMER-ORIENTED

Listens to determine the most effective way to address customer needs and concerns. Shows a solid understanding of customer needs, seeks out customer input to better understand needs, and develops ideas to meet those needs. Follows through on commitments, despite time pressures or obstacles, and maintains relevant communication with customers until job is completed. Maintains a professional and respectful tone and exhibits diplomacy when dealing with frustrated individuals or during sensitive or confrontational situations.

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TEAM-ORIENTED

Communicates and engages directly, clearly, and tactfully with colleagues. Provides feedback and healthy dialogue on performance and operational issues, as requested, willingly adapts to change, and adheres to decided actions. Makes decisions with others in mind, and willingly performs additional duties when team members are absent, during times of increased workload, or as otherwise required by management to meet business needs. Absences are infrequent and do not place an undue burden on supervisor or colleagues.

COMPLIANCE & INTEGRITY

Complies with personnel and equal opportunity policies, including prohibitions on harassment, discrimination, and violence, and all other policies, including appropriate use of university resources. Complies with all safety requirements for the position, including successful completion of training and proper use of personal protective equipment. Chooses ethical action under pressure, avoids situations that are inappropriate or that present a conflict of interest, and holds self and others accountable for ethical decisions. Appreciates individual/cultural differences and treats all people with dignity and respect.

SUPERVISION (for supervisors only) Not Applicable

Provides adequate stewardship of assigned resources, including budget, space, equipment, and staffing. Provides clear objectives that foster work unit development and align with university values and goals. Provides candid, timely, and constructive feedback on performance and behavior, hires individuals with the qualities and skillsets for success, and contributes to meeting University EO and affirmative action goals. Serves as role model and engenders trust, commitment, and civility.

**If you need additional space to document your performance please attach the information to this appraisal form.*

Part II. INDIVIDUAL GOALS & OBJECTIVES (Comments Required)

GOAL #1 - NAME:	
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Performance Comments:

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GOAL #2 - NAME:	
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Performance Comments:

GOAL #3 - NAME:	
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Performance Comments:

GOAL #4 - NAME:	
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Performance Comments:

GOAL #5 - NAME:	
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Performance Comments:

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Part III. PROFESSIONAL DEVELOPMENT ACTIVITIES ACCOMPLISHED

COMMENTS ON YOUR OVERALL PERFORMANCE (Attach additional comments if necessary.)