

EMPLOYEE Self-Assessment

Name	
Department/Unit	
Job Role	
Period for Self-Review	
Date Self-Review Submitted to Supervisor	

Directions

In the spaces below, provide information and examples of your significant accomplishments during the review period. Include all status/outcomes related to goals and objectives that were set for the review period.

This information is an opportunity to self-assess your performance and accomplishments to facilitate an effective conversation and overall review process. This information should be submitted to your supervisor before your performance review conversation. Please submit any documentation that supports your comments below.

Feedback Areas

Comments/Examples

<p>Job-Specific Knowledge <i>Possesses and applies the expertise, experience and background to accomplish results. Completes work assigned effectively and efficiently.</i></p>	
<p>Job-Specific Skills <i>Demonstrates the aptitude or competence to carry out the responsibilities associated with the job and fully meets expectations for results.</i></p>	
Competencies	
<p>Adaptable <i>Flexible, open and receptive to new ideas and approaches. Readily adapts to changing priorities, situations and demands. Easily adapt plans, goals, actions, or priorities in response to unpredictable or unexpected events, pressures, situations, and job demands. Effortlessly shift gears and change direction when working on multiple projects or issues.</i></p>	
<p>Collaborative <i>Builds positive relationships, involves others as appropriate and is willing to learn from others. Welcomes questions, new information and feedback. Recognizes the importance of how personal behaviors and emotions impact others. Understands strategic partnerships across the College and cultivates connections that strengthen individual and institutional performance.</i></p>	
<p>Communicate Effectively <i>Able to express thoughts clearly and respectfully. Demonstrates effective listening skills, and competently gives and receives feedback. Expresses relevant information appropriately to individuals or groups taking into account the audience and the nature of the information. Effectively answers questions of others or communicates an inability to do so and suggests other sources</i></p>	

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<i>of answers. Notices nonverbal cues and responds appropriately.</i>	
<p>Demonstrate Leadership <i>Self-motivated and able to build trust and inspire others to work toward a common objective. Earns and retains the respect of others, leads by example and is a positive role model for others. Creates an environment where everyone feels valued. Acknowledges the support and contribution of others.</i></p>	
<p>Engage in the Organization <i>Understands and appreciates IC's mission, student-centered values, history and challenges. Believes passionately that IC can create a transformative educational experience through its mission. Understands the market in which IC operates and our value in comparison to our competitors. Actively participates as a member of the campus community and understands the value of their role as part of the educational experience of our students.</i></p>	
<p>Exhibit Professional Integrity and Ethics <i>Demonstrates courage to make the right decisions for the right reasons. Observes high standards of business and personal ethics in the conduct of duties and responsibilities to the College. Practices honesty and integrity in fulfilling responsibilities. Complies with all applicable federal and state laws and regulations as well as policies of the College and raises questions or concerns regarding violations.</i></p>	
<p>Inclusive <i>Promotes a welcoming, inclusive environment for all by interacting effectively and showing respect for differences in backgrounds, lifestyles, and viewpoints, including but not limited to race, culture, nationality, ethnicity, religion, ideas, beliefs, geographic origin, class, sexual orientation, gender, gender identity and expression, disability, age. Culturally competent and aware of one's own cultural identity and views about difference, and the ability to learn and build on varying cultural and community norms.</i></p>	
<p>Respectful <i>Self-aware. Skilled in perceiving, understanding, and managing emotions and feelings. Recognizes emotions and how they affect behavior. Exhibits emotional intelligence. Able to control impulsive feelings and behaviors and manage emotions in healthy ways. Understands the emotions, needs, and concerns of other people. Develops and maintains good relationships. Inspires and influences others. Works well in a team.</i></p>	
<p>Responsive <i>Approachable and accessible to others. Reaches out to be helpful in a timely and responsive manner. Strives to satisfy internal and external customers and follows up with individuals to ensure satisfaction. Is diplomatic, respectful, courteous, and welcoming. Identifies potential in people and processes and takes responsibility for actualizing that potential.</i></p>	
<p>Results Driven <i>Identifies goals aligned with their unit and the College's strategic direction and achieves results. Focuses on desired results, and sets and achieves challenging goals. Develops standards against which to measure behavior and performance. Measures performance against results. Takes risks, faces fears, and demonstrates a strong sense of urgency about achieving goals. Persists in the face of significant difficulties to achieve goals. Strives to meet expectations of others.</i></p>	

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<p>Sustainable <i>Exercises sound and ethical judgment when acting on behalf of the College with regard to the management of natural, human and financial resources. Uses equipment, processes, and systems that minimize impact on natural, human and financial resources. Strives to minimize waste through reuse and recycling, improve efficiency, and reduce resource use.</i></p>	
<p>Take Initiative <i>Anticipates needs, engages in problem solving, generates ideas for improvement, and takes action without prompting or waiting for explicit instructions. Demonstrates a commitment to effective job performance by taking action on one's own and following through to get the job done. Provides suggestions and/or takes actions that result in improved work processes, communications, or task performance. Takes initiative to seek out new work challenges, influence events, or originate action.</i></p>	
<p>Value Personal and Professional Development <i>Demonstrates a commitment to self-development and improvement of knowledge and skills. Seeks feedback from multiple sources about how to improve and develop. Modifies behavior based on feedback or self-analysis of past mistakes. Identifies when it is necessary to acquire new knowledge and skills. Supports the needs of employees seeking personal and professional development.</i></p>	
<p>Significant Accomplishments/Results Achieved <i>Goals accomplished, assignments done well, initiatives taken, special projects or committee participation.</i></p>	
<p>Areas for Growth, Development, Improvement <i>Identify areas for professional and personal growth and development.</i></p>	