



Employee Self-Evaluation

The self-evaluation is intended to:

- Give the employee an opportunity to consider the elements of the Performance Review before meeting with his/her supervisor
- Provide an avenue for the employee to share his or her accomplishments and tasks with the supervisor
- Ensure that both parties are prepared to discuss the review categories prior to the performance review meeting
- Improve mutual understanding of the demands and expectations of the position

This self-evaluation should be shared with the employee's supervisor prior to the performance review meeting.

Select the rating:

Using the rating system detailed below, choose one option that best describes your performance in each area. Under each category, questions have been provided to assist you in understanding that particular area. These questions are only provided as a guide and do not need to be addressed specifically nor limit other responses related to the category. Please note that Categories marked as "E" or "NI" require specific examples or explanations from your supervisor to be included, so please add as much detail as possible in each category.

E= Exceeds Requirements This level of performance is characterized by steady application of skills to the requirements of the job with minimal direction. Objectives are consistently exceeded on a high standard of performance, and the employee often offers innovative suggestions for improvement. **(Provide specific examples or explanations.)**

M= Meets Requirements This level of performance is characterized by objectives being met and overall results are good.

NI = Needs Improvement This level of performance indicates that the employee's performance is not meeting the job expectations/requirements. **(Provide specific examples or explanations and, in the Goal and Objectives section, create a specific goal(s) to address the needed improvements.)**

Employee Name: _____ Title: _____ PIN: _____

Division: _____ Supervisor: _____

Date of Last Review: _____ Current Date: _____

Annual Review _____

3-Month Probationary Review _____ 6-Month Probationary Review _____

(Note: Supervisors have the option to extend an employee's probation period. This is rare. Your supervisor will notify you if your probationary period will be extended.)

JOB DESCRIPTION REVIEW:

Review your job description and responsibilities to ensure the job description is up-to-date. Contact your supervisor for an up-to-date copy of your job description. If any changes are necessary, please confer with your supervisor to complete the Job Description Update form to be attached to your performance review.

PERFORMANCE REVIEW:

Below are the categories in which every Jefferson College employee should be evaluated. The questions following each category title are the same that appear on the Performance Evaluation Form and have been provided as guidance on which topics the category encompasses. You do not need to respond to each question and may address other topics that may fit into this category. Suggestions are provided in *italics* to assist you in thinking through these categories.

Understanding of the Job:**Rating:** _____

Does the employee have adequate knowledge and skills related to complete the variety of tasks required by the job?
Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties?
Does the employee understand institutional and departmental policies and procedures?

Suggestion: List any new tasks or additional duties you have performed during the current review period.

Initiative:**Rating:** _____

Does the employee demonstrate initiative and resourcefulness by taking appropriate action with a minimum of direction as situations arise? Does the employee seek opportunities to learn new skills, and make suggestions for improving work processes? Does the employee set individual objectives and goals, and establish appropriate priorities? Does the employee demonstrate self-direction when completing job assignments?

Suggestion: List new skills you have acquired during this current review period, and give examples of projects or processes you have initiated in your area.

Cooperation:**Rating:** _____

Does the employee give assistance to others to enable colleagues to meet stated goals and objectives? Is the employee courteous toward coworkers and others? Does the employee work effectively with others to accomplish common goals?

Suggestion: List any activities you have initiated or participated in, in an effort to encourage camaraderie and teamwork within your team/office/area. What was the result?

Integrity:**Rating:** _____

Does the employee exhibit honesty, integrity, and high ethical standards while performing their job duties? Is the employee courteous and respectful when interacting with others? Does the employee respect the diversity of the college community?

Suggestion: How do you maintain confidentiality and/or security in your position? Give an example of a difficult situation you encountered with a customer/student/co-worker and how you handled it.

Adaptability:**Rating:** _____

Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints? Does the employee display patience and control when confronted with stressful situations?

Suggestion: Give examples of situations you have managed well when change was necessary.

Productivity and Efficiency:**Rating:** _____

Does the employee complete assignments on schedule, use resources wisely and manage time effectively? Does the employee identify work methods to increase productivity? Does the employee demonstrate consistency in the amount of work produced? Is the quality of work acceptable? Is the work accurate, thorough, and of high quality?

Suggestion: Give examples of the techniques and skills you utilize to maintain and increase your efficiency. Have you acquired new skills, collaborated with others, or done research to create new ways of doing your job?

Communication:**Rating:** _____

Does the employee provide accurate and clear written and verbal information; present information effectively, listen effectively, comprehend and follow direction, and ask appropriate and timely questions?

Suggestion: Think about situations where communication was key – between departments, co-workers, committee members, etc., and explain your approach to these situations.

Reliability/Dependability:**Rating:** _____

Does the employee follow through on assigned tasks to completion? Is the employee reliable? Does the employee meet attendance requirements? Does the employee request sick and annual leave in a timely manner? Does the employee report for work on time? (Leave approved under FMLA may not be considered.)

Suggestion: Have you missed any deadlines for tasks for which you were responsible? If so, explain the circumstances that caused the delay.

I Supervise (Check one): ☐ **Staff** ☐ **Faculty** ☐ **Student Workers** ☐ **NA** **Rating:** _____

To what extent does the employee motivate, delegate responsibility, monitor work and actively recognize and reward the accomplishments of others? To what extent does the employee promote effective and efficient area operation, technology innovation, budget management, and engage in performance management and staff development?

Suggestions: List ways you have sought to motivate, encourage, and recognize those you supervise. List any leadership training you have completed or would like to complete. List accomplishments of your team under your leadership.

ADDITIONAL ACCOMPLISHMENTS

List any accomplishments for the past year that have not been addressed in this evaluation. Consider the following:

- Your creativity in projects or approaches to tasks
- Participation in a committee or task force on campus, state-wide, or in your professional community
- Service to others outside of the department or volunteering at campus events
- Providing leadership by promoting commitment and teamwork with others
- Completing educational coursework/professional development

OTHER

If there are any other points that you think should be addressed in your evaluation, please do so here.

GOALS AND OBJECTIVES

1. Review the goals and objectives from the previous review period and report on the progress. Please list each goal identified in the previous evaluation and provide information on whether the goal was completed, delayed, or, upon review between the supervisor and employee, determined unnecessary. Attach prior year's goals, objectives, strategic aim alignment, and completion status.
2. The supervisor and employee should identify the goals and measurable objectives for the employee to work toward during the coming year. A goal is a general statement that indicates what needs to be accomplished; an objective identifies measurable actions describing how and when the goal is going to be accomplished. What goals would you like to accomplish in the coming year?
3. Review the Jefferson College Strategic Aims (found on the last page). For each goal, identify the Strategic Aim(s) supported through the completion of the goal(s). Supervisors must assure that the employee has the resources needed and understand the steps to take to achieve the objectives. Goals can include specific projects, training to improve job skills, etc. Attach upcoming year's goals including the following information for each:

Goal:

Objective:

Strategic Aim Alignment:

Completion Date:

Employee: _____ Date: _____

Next Steps:

- Submit self-evaluation to supervisor.
- Supervisor conducts performance evaluation meeting; engage in discussion regarding performance categories listed and collaborate to set goals for the next year.
- Employee reviews final performance evaluation and receives a copy. Employee has ten calendar days to submit a response to Human Resources with additional written comments and/or documentation. Once submitted, the responses will be shared with the appropriate supervisor and management personnel. Human Resources will contact the employee and supervisor to determine what next steps need to be taken, if any.
- Employee signs performance evaluation indicating that you have read and discussed it with your supervisor (does not indicate agreement).
- Performance evaluation and self-evaluation is sent to appropriate management (Division Chair, Dean, VP, or President) and reviewed before being submitted to Human Resources to be included in personnel file.

**STRATEGIC PLAN
2015-2020
GOALS AND OBJECTIVES**

Below are the Aims and Objectives outlined in the Jefferson College Strategic Plan 2015-2020, Our Pathways to Excellence. When completing the goals section of the evaluation, please select the objectives that are being supported through that goal. Please note, more than one objective may apply.

Aim: Jefferson College will facilitate positive learning outcomes through quality curriculum, excellent instructional strategies, and comprehensive support services.

Objective:

- 1.1 Identify and address the diverse educational needs of students
- 1.2 Provide support services to facilitate student success
- 1.3 Prepare students for success beyond Jefferson College
- 1.4 Maintain and/or achieve institutional and program-level accreditation

Aim: Jefferson College will collaborate with the community to promote the intellectual, economic, and cultural enrichment of its diverse residents.

Objective:

- 2.1 Promote the life-long learning of residents
- 2.2 Support economic growth in the community
- 2.3 Promote the cultural enrichment of residents

Aim: Jefferson College will provide services, programs, and policies necessary to enable a diverse faculty and staff to contribute to the fulfillment of Jefferson College's mission.

Objective:

- 3.1 Identify and address the diverse needs of employees
- 3.2 Enhance processes to provide high levels of efficiency, quality, and cost effectiveness

Aim: Jefferson College will provide relevant, safe, energy efficient, and accessible environment, and use it to maximum efficiency to meet the needs of the students, faculty, staff, and community now and in the future.

Objective:

- 4.1 Update and maintain campus environment to address current and future needs
- 4.2 Update and enhance technology infrastructure to address current and future needs
- 4.3 Demonstrate environmental responsibility in all facilities, resources, and processes

Aim: Jefferson College will maintain fiscal responsibility through a financial management system that promotes stability, flexibility, and transparency.

Objective:

- 5.1 Maintain a stable yet flexible financial management system
- 5.2 Maintain a collaborative and transparent budgeting process