

Annual Self-Evaluation Form

Date:	
Employee Name:	
Evaluation Area	Notes
Competencies: WHAT	
Delivering Results <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Delivers good results for all assigned tasks and goals. • Achieves high-level project goals. • Stays focused on tasks and assignments. • Uses time efficiently to complete assignments. • Maintains current job knowledge and skills. • Is receptive to and implements suggestions for improvement. • Effective facilitation and management of team meetings 	
Problem Solving <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Considers multiple sides of an issue. Weighs consequences before making final decision. • Makes informed decisions based on available information. • Recognizes issues, and determines actions needed to advance the decision-making process. Follows up as necessary. • Not discouraged by ambiguous situations. Is open to new ideas and processes. Adjusts approach to achieve results. 	
Functional Knowledge and Skills <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Demonstrates skills and knowledge relevant to one's own function or work group. • Applies current best practices in discipline or specialty area. • Stays aware of major developments in discipline or specialty area. • Recognized by customers and team members for functional knowledge and skills. 	
Service to Others/Customer Focus <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Listens to stakeholders (internal and external) and addresses needs and concerns. • Keeps stakeholders informed by providing status reports and progress updates. • Delivers on service commitments. Meets established or agreed upon deadlines. • Maintains supportive relationships with stakeholders. • Uses initiative to improve outcomes, processes, or measurements. 	
Competencies: HOW	
Building Trust <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Behaves and expresses oneself in an open and honest manner. • Shares accurate information. • Completes almost all assignments on time; informs others when a delay will occur. • Adheres to all policies and procedures. 	
Collaboration <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Treats all people with dignity and respect; strives to be fair and consistent. • Strives to resolve interpersonal conflicts constructively; seeks assistance when needed. • Spends time with others when asked, to help them succeed. • Demonstrates respect of cultural and individual values, regardless of background. • Listens to and considers ideas from others, even when different from own. 	

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Communication <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Shares important information with others. • Listens carefully and asks questions when needed. • Communicates in a clear and concise manner using appropriate grammar, pronunciation, and tone. • Demonstrates professionalism through appropriate body language and nonverbal communication. • Demonstrates an awareness of when to adjust communication style based on the situation. 	
Taking Initiative <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Responds appropriately on own to improve outcomes, processes or measurements. • Assumes responsibility and leadership when asked. • Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. • Seeks out and/or accepts additional responsibilities in the context of the job. 	
Additional Notes: <i>Include information on key accomplishments in this section. Include Status Update on Goals from Prior Year.</i>	

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<p>Key Goals to Accomplish in Next 12 months: <i>Identify three goals that you expect to accomplish over the next twelve months.</i></p>	