**PERFORMANCE DEVELOPMENT SELF-EVALUATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Evaluation Period:** |  |
| **Title:** |  | **Reports To:** |  |
| **Department:** |  |  |  |

**INTRODUCTION**

Williams is committed to the practice of meaningful, timely and productive performance development for all staff. Staff play an important part in the performance development process. Completing this self-evaluation form and submitting it to your manager will give them a fuller picture of your performance over the course of the evaluation period. Self-evaluation forms will not be part of the final record of the performance evaluation or be included in your personnel file. However you will have the opportunity to submit a response to the final performance evaluation.

**CORE COMPETENCIES**

***Instructions***

Competencies are grouped into three broad headings: expertise, professionalism, and interpersonal skills. Comments and examples are required for each broad heading.

***Expertise***

| Competency | Comments and Examples |
| --- | --- |
| **Expertise:** Demonstrates the knowledge and skills that are needed to perform the job. |  |
| **Innovation, problem solving, and critical thinking**: Identifies and resolves work problems using innovative and creative ideas with the goal of continuous improvement. |
| **Resource Management:** Effectively manages and utilizes the college’s time, money, materials, and human resources consistent with the institution’s priorities, and the principle of sustainability. |

***Professionalism***

| Competency | Comments and Examples |
| --- | --- |
| **Accountability and responsibility:** Follows through on professional commitments (including attendance and punctuality) and takes personal ownership of their work. |  |
| **Service to constituents:** Identifies and responds to the needs and expectations of internal and external constituents.  |
| **Professional Development:** Seeks opportunities to expand work-related knowledge, skills, and expertise. |

***Interpersonal Skills***

| Competency | Comments and Examples |
| --- | --- |
| **Communication:** Proactively shares information. Effectively communicates both verbally and in writing. Demonstrates effective listening skills. Handles confidential information appropriately. |  |
| **Collaboration:** Works effectively as part of a team. Solicits input and assistance from others. Makes time to help colleagues. Exhibits courtesy and respect. |
| **Affirming and Enabling Diversity:** Contributes to creating an environment where we all can live, learn, and thrive.  Acknowledges and values the unique differences that make us who we are.  Provides service in a way that demonstrates sensitivity and responsiveness to the unique identities of all members of the Williams community. |
| **Developing others (if applicable):**Guides and supports the professional development of others through coaching, training, and mentorship. |

**GOALS**

***Prior Goals***

**Instructions:** If goals were set for the **prior** period, list each goal and comment on progress.

|  |  |
| --- | --- |
| Goal  | Comment |
|  |  |
|  |  |
|  |  |

***Future goals***

**Instructions:** Identify goals for the **next** evaluation period. At a minimum, include one job-related goal and one professional development goal. Goals should be **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound (SMART).

|  |  |
| --- | --- |
| Goal | Due date |
|  |  |
|  |  |

***Additional Questions (optional)***

***What have been your major accomplishments for this year?***

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| --- |
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***What have been your biggest challenges for this year?***

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***What opportunities for growth and improvement do you see over the next year?***

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***What training, resources, support, or assistance do you need to be successful in your role?***

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| --- | --- | --- |
|  |  |  |
| Employee’s Signature  |  | Date |