Completing Self Evaluation

This job aid describes the process for staff to complete self evaluations.

1. Select the **Self Evaluation** action item in your inbox.

Self Evaluation: 2022 - 2023 Staff Review (Supervisory): Kelly Lewis
Inbox - 22 hour(s) ago

Go to All Inbox Items (1)

2. From the inbox item, click **Get Started**.

Review Period   10/29/2022 - 10/20/2023   22 hour(s) ago - Effective 10/20/2023

Instructions: Click in each section to add a rating. Comments may be added by the employee and are required for managers.

Get Started

3. Self evaluations include three sections: **Core Competencies**, **Performance** and **Overall**.
For each core competency, select the dropdown menu under **Rating** and select desired rating from list.

Core Competencies

Instructions: Click in each section to add a rating. Comments may be added by the employee and are required for managers.

6 items

Competency	Description	Employee Evaluation
Adaptability	Recognizing that organizational success requires a commitment to continual improvement and openness to new opportunities, picks up on need to change approach to work and interpersonal behavior quickly. Seeks feedback and adjusts as needed.	Rating ★
Collaboration	Builds constructive and effective relationships with other stakeholders. Uses diplomacy and tact to work cooperatively in group situations. Resolves conflict in a respectful and collegial manner.	Rating ★
Communication	Shares information in a clear and effective way, adjusting communication style as needed to reach different audiences. Demonstrates effective listening.	Rating ★
Dependability	Holds self accountable for meeting deadlines, commitments, and other basic expectations of employment including but not limited to attending work on a consistent and timely basis.	Rating ★
Compliance and Ethics	Adheres to legal requirements, industry-specific regulations, and university policy. Exercises appropriate judgment when faced with ethical dilemmas. Discloses potential conflicts of interest. Maintains confidentiality when appropriate.	Rating ★
Professionalism	Treats others with courtesy and respect. Wears appropriate workplace attire and demonstrates self-awareness of topic, tone, volume, and body language.	Rating ★

4. At the end of the competency section there is an **Employee Summary** that will automatically calculate your rating for this section and an area to provide a comment.
Comments are optional.

Employee Summary

Overall Rating Weight	33.3
Calculated Rating	Successful (S)
Rating Description	Performance may exceed expectations at times or benefit from continued development in some areas, but in general fully meets expectations for position.
Comment	Format ∨ **B** *I* U A ∨ ☰ ⊘

5. To move to the next section, click **Next**.

Back   Next   Save for Later   Close

6. The next section is **Performance**. Evaluations for supervisors include an additional area for review called **Employee Management.** For non supervisory staff, skip to step 7. For supervisors, select the dropdown menu next to **Rating**, select desired rating from list and enter a **Comment.**

Additional Area for Review	**Employee Management:**
	Maintains two-way dialogue with employees on work and professional development. Sets clear objectives, monitors progress, and holds employees accountable for results. Recognizes accomplishments in a manner appreciated by employees.

Employee

Rating	* select one ▼
Rating Description	(empty)
Comment	Format ∨ **B** *I* U A ∨ ☰ ⊘

7. Select the dropdown menu next to **Rating**, select desired rating from list and enter a **Comment.**

Additional Area for Review	**Job Specific Duties and Goals:**
	Takes initiative to complete assigned goals. Effectively, efficiently, and consistently performs day-to-day job duties with minimal avoidable errors. Prioritizes work appropriately and independently solves problems within level of responsibility.

Employee

Rating   *   select one   ▼

Rating Description   (empty)

Comment   Format   **B**   *I*   U   A   ☰   ⧉

8. At the end of the **Performance** section there is an **Employee Summary** that will automatically calculate your rating for this section.

Employee Summary

Overall Rating Weight	66.67
Calculated Rating	Successful (S)
Rating Description	Performance may exceed expectations at times or benefit from continued development in some areas, but in general fully meets expectations for position.

9. To move to the next section, click **Next**.

Back   Next   Save for Later   Close

10. **Overall** is the next section of the evaluation. This section automatically calculates your rating based on all ratings entered previously.
There is another opportunity to add a comment.
There is also an option to change your overall rating. <u>Note</u>: Even if you change the overall rating, the original default rating will display under "Default Rating".

Overall

Instructions: Click in each section to add a rating. Comments may be added by the employee and are required for managers.

Employee

Default Rating	Successful (S)
Rating	Successful (S) ▼
Override Calculated Rating	☐
Rating Description	Performance may exceed expectations at times or benefit from continued development in some areas, but in general fully meets expectations for position.
Comment	Format ∨ B I U A ∨ ≣ ⬧

11. To move to the next section, click **Next**.

(Back)   (Next)   (Save for Later)   (Close)

12. **Review and Submit** is the last section of the evaluation. This section includes each of the previous sections: **Core Competencies**, **Performance** and **Overall**. Review and click **Submit** to send your Self Evaluation to your manager.

(Submit)   (Save for Later)

13. After you click **Submit,** you will receive a notice that the event was successfully submitted.

Success! Event submitted

Up Next: | 2022 - 2023 Staff Review
(Supervisory): Kelly Lewis - Complete Manager Evaluation

[View Details]