

SELF-ASSESSMENT

Employee Name:	Employee ID #:	Supervisor:
Department:	Job Title:	Evaluation Period From: <span style="float: right;">To:</span>

Please review the [Instructions](#) for guidance. Employees are also encouraged to review the [Annual Performance Review Policy](#) and [FAQs](#).

Competencies and Core Job Functions	Comments
Knowledge of job (demonstrates appropriate understanding of job duties; develops skills needed to perform job effectively; understands expectations)	

<p>(exercises courtesy, empathy and respect in communications and interactions with colleagues, supervisors, stakeholders, and customers; responds productively to constructive criticism; interacts well with customers and vendors; team player; maintains collaborative work relationship with colleagues; positive and professional demeanor (verbal and nonverbal) uses discretion)</p>	
<p><b>Safety, security, and compliance</b>          (complies with <a href="#">university policies</a> observes safety standards in the workplace; monitors, reports, and participates, as appropriate resolving potential safety and security issues; maintains data integrity with <a href="#">UJ Tech policies</a> attends required <a href="#">EHS</a> annual lab safety training as applicable; completes annual <a href="#">compliance training</a>); other activities may include attending university <a href="#">safety training</a> (e.g. RAD, ALICE, safety videos, etc.)</p>	
<p><b>Diversity and inclusiveness</b>          (demonstrates and fosters civility, free exchange of ideas, and appreciation for distinct perspectives and talents of each individual; encourages relationships and interactions among people of diverse backgrounds; actively diminishes prejudice and discrimination; complies with <a href="#">L H V Z L W K Work Values L Y diversity statement</a> and <a href="#">non-discrimination policy</a>)</p>	
<p><b>Service orientation</b>          (responds in a timely manner to internal and external requests; effectively addresses needs of customers with efficiency, courtesy and good judgment; proactive; adheres to department service standards)</p>	
	<p>Sections below are for employees who <a href="#">supervise</a> other employees</p>
<p><b>Establishing direction and focus</b>          (develops, explains, and discusses objectives that support department and university goals; offers assistance to support the goals and objectives of the department)</p>	
<p><b>Developing staff</b>          (supports career development opportunities for staff; provides suggestions and opportunities for <a href="#">staff training and development</a> as appropriate)</p>	
<p><b>Managing performance</b>          (provides employees with clear expectations regarding job expectations and goals holds self and staff accountable; clear, honest, timely and regular performance feedback; completes the <a href="#">Annual Review</a> in a timely and effective manner)</p>	
<p><b>Empowering others</b></p>	

(develops employee ability to be successful by sharing information and empowering employees to take initiative)