

**SELF-ASSESSMENT**

Employee Name:	Employee ID #:	Supervisor:
Department:	Job Title:	<b>Evaluation Period</b> From: _____ To: _____

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
<p align="center"><b>Knowledge of job</b></p> <p><i>(demonstrates appropriate understanding of job duties; develops skills needed to perform job effectively; understands expectations of the job and prioritizes assignments and core job functions)</i></p>	
<p align="center"><b>Technical skills</b></p> <p><i>(demonstrates appropriate knowledge of equipment, software, and relevant programs needed to perform job; stays abreast of developments in area of expertise)</i></p>	

**Quality of work**

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<p><i>(exercises courtesy, empathy, and respect in communications and interactions with colleagues, supervisors, stakeholders, and/or 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)</i></p>	
<p><b><u>Safety, security, and compliance</u></b>  <i>(complies with <a href="#">university policies</a>; observes safety standards in the workplace; monitors, reports, and participates, as appropriate, in resolving potential safety and security issues; maintains data integrity with <a href="#">U/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-wide <a href="#">safety training</a> (e.g. RAD, ALICE, safety videos, etc.)</i></p>	
<p><b>Diversity and inclusiveness</b>  <i>(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; compl <a href="#">core values</a>, <a href="#">diversity statement</a>, and <a href="#">non-discrimination policy</a>)</i></p>	
<p><b>Service orientation</b>  <i>(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)</i></p>	
	<p><b>Sections below are for employees who <a href="#">supervise</a> other employees</b></p>
<p><b>Establishing direction and focus</b>  <i>(develops, explains, and discusses objectives that support department and university goals; offers assistance to support the goals and objectives of the department)</i></p>	
<p><b>Developing staff</b>  <i>(supports career development opportunities for staff; provides suggestions and opportunities for <a href="#">staff training and development</a> as appropriate)</i></p>	
<p><b>Managing performance</b>  <i>(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)</i></p>	
<p><b>Empowering others</b></p>	

