**Annual Self-Evaluation Form – Non-Manager**

| **Date:** Click here to enter text. | |
| --- | --- |
| **Employee Name:** Click here to enter text. | |
| **Evaluation Area** | **Notes** |
| **Competencies: WHAT** | |
| **Delivering Results**  *Example behaviors at Meets Expectations:*   * Delivers good results for all assigned tasks and goals. * Stays focused on tasks and assignments. * Uses time efficiently to complete assignments. * Completes almost all assignments on time; informs others when a delay will occur. * Adheres to all policies and procedures.   *Additional examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/delivering-results-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/delivering-results-non-manager.pdf) | **Click here to enter text.** |
| **Problem Solving**  *Example behaviors at Meets Expectations:*   * 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.   *Additional examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/problem-solving-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/problem-solving-non-manager.pdf) | **Click here to enter text.** |
| **Functional Knowledge and Skills**  *Example behaviors at Meets Expectations:*   * 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. * Maintains current job knowledge and skills. * Recognized by customers and team members for functional knowledge and skills.   *Additional examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/functional-knowledge-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/functional-knowledge-non-manager.pdf) | **Click here to enter text.** |
| **Service to Others/Customer Focus**  *Example behaviors at Meets Expectations:*   * Listens to customers (internal and external) and addresses needs and concerns. * Keeps customers informed by providing status reports and progress updates. * Delivers on service commitments. Meets established or agreed upon deadlines. * Maintains supportive relationships with customers. Uses initiative to improve outcomes, processes, or measurements.   *Additional examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/service-to-others-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/service-to-others-non-manager.pdf) | **Click here to enter text.** |
| **Competencies: HOW** | |
| **Diversity, Equity and Inclusion**  *Example behaviors at Meets Expectations:*   * Demonstrates a willingness to examine one’s own biases, assumptions, and attitudes. * Pursues personal and professional development on issues related to DEI. * Demonstrates awareness (through words, actions, etc.) of others’ social identities * Uses diversity-related organizational policies, procedures, and/or resources to help resolve issues and make decisions. * Establishes relationships with people from other cultures and backgrounds. * Recognizes and addresses incidents of explicit and implicit bias in the workplace.   *Additional examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/dei-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/dei-non-manager.pdf) | **Click here to enter text.** |
| **Collaboration**  *Example behaviors at Meets Expectations:*   * 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. * Is receptive to and implements suggestions for improvement. * Behaves and expresses oneself in an open and honest manner. * Shares accurate information.   *Additional examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/collaboration-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/collaboration-non-manager.pdf) | **Click here to enter text.** |
| **Communication**  *Example behaviors at Meets Expectations:*   * 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.   *Additional examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/communication-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/communication-non-manager.pdf) | **Click here to enter text.** |
| **Taking Initiative**  *Example behaviors at Meets Expectations:*   * 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 examples:* [Unacceptable](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/taking-initiative-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/taking-initiative-non-manager.pdf) | **Click here to enter text.** |
| **Additional Notes**  **Click here to enter text.** | |