

## Annual Self-Evaluation Form – Non-Manager

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Evaluation Area</b>	<b>Notes</b>
<b>Competencies: WHAT</b>	
<p><b>Delivering Results</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Delivers good results for all assigned tasks and goals.</li> <li>• Stays focused on tasks and assignments.</li> <li>• Uses time efficiently to complete assignments.</li> <li>• Maintains current job knowledge and skills.</li> <li>• Is receptive to and implements suggestions for improvement.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	
<p><b>Problem Solving</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Considers multiple sides of an issue. Weighs consequences before making final decision.</li> <li>• Makes informed decisions based on available information.</li> <li>• Recognizes issues, and determines actions needed to advance the decision making process. Follows up as necessary.</li> <li>• Not discouraged by ambiguous situations. Is open to new ideas and processes. Adjusts approach to achieve results.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	
<p><b>Functional Knowledge and Skills</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Demonstrates skills and knowledge relevant to one's own function or work group.</li> <li>• Applies current best practices in discipline or specialty area.</li> <li>• Stays aware of major developments in discipline or specialty area.</li> <li>• Recognized by customers and team members for functional knowledge and skills.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	
<p><b>Service to Others/Customer Focus</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Listens to customers (internal and external) and addresses needs and concerns.</li> <li>• Keeps customers informed by providing status reports and progress updates.</li> <li>• Delivers on service commitments. Meets established or agreed upon deadlines.</li> <li>• Maintains supportive relationships with customers. Uses initiative to improve outcomes, processes, or measurements.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	
<b>Competencies: HOW</b>	
<p><b>Building Trust</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Behaves and expresses oneself in an open and honest manner.</li> <li>• Shares accurate information.</li> <li>• Completes almost all assignments on time; informs others when a delay will occur.</li> <li>• Adheres to all policies and procedures.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	

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Evaluation Area	Notes
<p><b>Collaboration</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Treats all people with dignity and respect; strives to be fair and consistent.</li> <li>• Strives to resolve interpersonal conflicts constructively; seeks assistance when needed.</li> <li>• Spends time with others when asked, to help them succeed.</li> <li>• Demonstrates respect of cultural and individual values, regardless of background.</li> <li>• Listens to and considers ideas from others, even when different from own.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	
<p><b>Communication</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Shares important information with others.</li> <li>• Listens carefully and asks questions when needed.</li> <li>• Communicates in a clear and concise manner using appropriate grammar, pronunciation, and tone.</li> <li>• Demonstrates professionalism through appropriate body language and nonverbal communication.</li> <li>• Demonstrates an awareness of when to adjust communication style based on the situation.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	
<p><b>Taking Initiative</b>  <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> <li>• Responds appropriately on own to improve outcomes, processes or measurements.</li> <li>• Assumes responsibility and leadership when asked.</li> <li>• Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance.</li> <li>• Seeks out and/or accepts additional responsibilities in the context of the job.</li> </ul> <p><i>Additional examples:</i> <a href="#">Unacceptable</a> <a href="#">Far Exceeds Expectations</a></p>	
<b>Additional Notes</b>	