**PERFORMANCE DEVELOPMENT**

**Prototype Form- Provide feedback** [**here**](https://forms.gle/tsLkcxGR3uTahwNCA)**!**

**Employee Self-Evaluation**

*This Google Doc is read only. To use the form,* [*make a copy or download it as a Word Document.*](https://support.google.com/docs/answer/49114?co=GENIE.Platform%3DDesktop&hl=en)

**Name:**

**Title:**

**Department:**

**Date:**

As you write your self-evaluation, use the competency descriptions on the next page to prompt more thoughts about your answers to these questions.

1. Highlight your accomplishments, strengths, and key contributions
2. Detail your lessons learned, challenges, and/or opportunities for development
3. What do you think will be most important for you to accomplish in the next year?
4. What training, resources, support, or assistance do you need to be successful in your role?

**Performance Development Competencies**

Competencies have been defined in two levels: Effective and Exceed Expectations.

**Subject Matter Expertise**

Effective: Demonstrates the knowledge and skills needed to perform the job.

Exceeds expectations: Seeks opportunities to expand work-related knowledge, skills, and expertise. Engages in professional development opportunities.

**Personal Leadership and Innovation**

Effective: Effectively manages and utilizes time, is self motivated, and approaches work from a service mindset. Identifies and resolves problems with an eye for quality and continuous improvement.

Exceeds expectations: Takes a strategic approach to organizational challenges. Uses innovative and creative ideas to solve problems and enhance the working environment. Actively evaluates new ways of working and is not afraid to make mistakes in productive ways.

**Communication and Collaboration**

Effective: Is responsive to the needs and expectations of customers. Demonstrates effective listening skills, proactively shares information and effectively communicates. Works effectively as part of a team, exhibits civility and respect. Solicits input and assistance from others.

Exceeds expectations: Consistently goes above and beyond to serve others and maintains a positive attitude. Asks questions and makes efforts to resolve misinformation and concerns. Hold themselves mutually accountable for the success of the team. Makes time to help colleagues sharing knowledge and resources.

**Accountability, Resource Management, & Sustainability**

Effective: Accepts responsibility for own actions and decisions, demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner. Actively integrate sustainable practices in their work.

Exceeds expectations: Effectively uses current resources before requesting more. Takes initiative and strategic approach to implement higher impact departmental/campus sustainability initiatives.

**Inclusiveness**

Effective: Welcomes, values, and fosters respect for different individuals and points of view. Demonstrates a personal commitment to create a hospitable and welcoming environment.

Exceeds expectations: Provides service in a way that demonstrates sensitivity and responsiveness to the unique identities of all members of the Williams community. Attends and participates in events that build community. Serves as a trusted partner in diversity-related work and initiatives.

**Management/Supervisory Expertise**

Effective: Meets regularly with direct reports, provides feedback and input. Holds direct reports accountable and actively addresses concerns when they arise including disciplinary procedures, when necessary. Completes annual evaluations.

Exceeds expectations: Seeks guidance and opportunities to learn and use management and supervisory skills. Encourages direct reports to be proactive and to seek development opportunities. Coaches employees for development and higher level performance.