**Employee Self-Evaluation:**

* Reference the [Competency Guide](http://www.uwsp.edu/hr/Documents/Performance%20Review%20-%20Compentency%20Guide.pdf) prior to completing this self-evaluation.
* This is one part of the performance review, refer to the most current non-instructional staff performance review checklist on the [Performance Review webpage](https://www3.uwsp.edu/hr/Pages/Training%20and%20Development/Performance-Reviews.aspx) to ensure all items are complete and submitted.
* *To check a box:* Click the box.

|  |  |
| --- | --- |
| **Employee Name:**  |  |
| **Position:**  |  |
| **Department:**  |  |
| **Performance Review Period:**  |  |
| **Supervisor:** |  |

|  |  |  |
| --- | --- | --- |
| **Competency:** | **Behavior Based Comments:** | **Rating:** |
| **University Expertise** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Role Expertise and Self-Development** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Quality of Work** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Quantity of Work** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Collaboration** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Customer Service** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Diversity and Inclusion** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Judgement and Problem Solving** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Reliability and Accountability** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |
| **Adaptability** |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |

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| **Competency:** | **Behavior Based Comments:** | **Rating:** |
| **Leadership and Management***If not applicable, do not put a rating and list N/A in the comments.* |  | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |

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| **Additional Comments (Optional)**(Use this area for final thoughts or for goals for the coming performance period which fit in more than one competency area) |
|  |

|  |  |
| --- | --- |
| **Overall appraisal of your job performance:** | [ ]  Highly Ineffective Performance[ ]  Partially Successful Performance[ ]  Fully Successful/Effective Performance[ ]  Superior/Highly Effective Performance[ ]  Distinguished Performance and Role Model Status |