

The University of Tennessee at Chattanooga
Staff Performance and Development Review
Self-Evaluation Form

Employee Name:		Review Period: From	1/01/20__	to	12/31/20__
Employee Personnel #:		Position Title:			
Department:		Supervisor Personnel #:			

This form should be completed by the staff member as a self-evaluation of the five performance elements listed below with inclusion of specific examples and comments to support each evaluative rating provided. The completed form should be submitted to the supervisor prior to the annual face-to-face performance review meeting to assist in identifying common or varying perceptions of performance and provide a foundation for discussion during the review meeting.

Key Performance Elements:

1. Accomplishments - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in the Position Description Questionnaire (PDQ).

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

2. Service & Relationships - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors.

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

3. Accountability & Dependability - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the university. (NOTE: Time off approved under FMLA may not be considered)

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

4. Inclusion, Diversity & Engagement - evaluate the extent to which the employee treats others with fairness, dignity, and respect, fosters inclusion, values individual and group differences, makes efforts to enhance inclusion, diversity, and engagement, and contributes to departmental and organizational unit diversity strategic goals.

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

5. Decision Making & Problem Solving - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the University.

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations (supporting statement/documentation required)

Examples & Comments:

TOTAL POINTS: _____

<u>Rating</u>		<u>Total Points</u>
Consistently Exceeds Expectations	=	23 - 25
Fully Achieves and Occasionally Exceeds Expectations	=	19 - 22
Fully Achieves Expectations	=	15 - 18
Sometimes Achieves Expectations	=	10 - 14
Rarely Achieves Expectations	=	9 or less

Final PR Rating: _____

Staff Member Signature (required)

Date

Maintain a copy of this form and all supporting documentation in the department employee file.