**Annual Self-Evaluation Form – Individual Contributor**

| **Date:** Click here to enter text. |
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| **Employee Name:** Click here to enter text. |
| **Evaluation Area** | **Notes** |
| **Competencies: WHAT** |
| **Delivering Results***Example behaviors at Meets Expectations:** Delivers requested results for all assigned tasks and goals.
* Responds in a timely manner when confronted with challenges.
* Uses time efficiently to complete assignments.
* Maintains current job knowledge and skills.
* Is receptive to and implements suggestions for improvement.

*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.
* 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.
* 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 all customers informed by providing status reports and progress updates.
* Delivers on service commitments. Meets established or agreed upon deadlines.
* Maintains supportive relationships with all 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** |
| **Building Trust***Example behaviors at Meets Expectations:** Behaves and expresses oneself in an open and honest manner with everyone.
* Shares accurate information.
* 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/building-trust-non-manager.pdf) [Far Exceeds Expectations](https://hr.emory.edu/eu/_includes/documents/sections/performance-management/building-trust-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, regardless of background, to help them succeed.
* Is careful to ensure all perspectives are considered before reaching a conclusion.
* Listens to and considers ideas from others, even when different from own.

*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:** Provides meaningful information regularly.
* Listens carefully and asks questions when needed.
* Sensitive to the communication needs of others when sharing and listening.
* Communicates in a manner that others can understand.

*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.** |