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

| **Date:** Click here to enter text. | |
| --- | --- |
| **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.** | |