

## University of Massachusetts Medical School Performance Appraisal Employee's Self-Evaluation

The goal of the Employee Self-Evaluation form is to support you in the preparation of your Performance Appraisal meeting with your manager. The Self-Evaluation will help you organize your thoughts and give you the opportunity to take responsibility for your own performance. Please complete the Self-Evaluation and email it to your manager before your Performance Appraisal meeting.

### UMMS CORE COMPETENCIES – My Self-Evaluation

#### Accountability

- Holds self and others accountable for measurable, high-quality, timely and cost-effective results
- Consistently demonstrates energy, enthusiasm and maximum effort in completing responsibilities
- Demonstrates flexibility in response to changing environmental priorities
- Accepts personal responsibility for own actions, including errors
- Supports other team members by prioritizing and altering daily routines to complete assignments
- Complies with established policies, procedures and rules
- Participates in cross-functional teams and works effectively with employees from diverse backgrounds

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

#### Initiative

- Takes prompt action to accomplish tasks and meet goals and objectives
- Completes assignments with minimal direct oversight
- Utilizes equipment, supplies and technology to achieve maximum efficiency
- Recommends process improvements within department and organization
- Collaborates with other employees and departments as needed
- Actively participates in the development and achievement of team goals

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

### **Problem Solving/Decision Making**

Identifies and analyzes problems weighing the relevance and accuracy of available information and recognizing one's filters, privileges, biases, and cultural preferences

Generates and evaluates alternative solutions and makes effective and timely decisions

Reviews the effects and implications of decisions and takes appropriate follow up actions

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

### **Quantity/Quality of Work**

Pays close attention to detail

Strives to achieve accuracy and consistency in all tasks

Organizes work to achieve maximum productivity

Actively applies strategies and tactics that routinely deliver results

Follows all safety rules, proactively works to prevent accidents, and encourages the use of sound judgment in order to comply with departmental and UMMS safety policies and procedures

Produces a consistently high volume of work that also meets quality standards

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

### Service Orientation

Applies effective interpersonal and problem-solving skills when responding to clients

Treats all our diverse internal and external clients with respect and courtesy

Understands the needs and expectations of diverse clients and anticipates how to fulfill them

Demonstrates cultural sensitivity and competence when interacting with clients, fellow employees, and guests

Takes personal responsibility applying proactive, solution focused approaches in responding to client needs

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

### Diversity & Inclusion

Understands how social group identities shape the settings in which we work

Demonstrates self-awareness and the ability to see other points of view, valuing diverse experiences and ways of knowing

Negotiates conflict and facilitates discussions with culture competence and cultural humility

Shows commitment to continuous learning/improvement in managing diversity

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

### **Leadership/Management (if applicable)**

Set clear priorities, goals and expectations and provide timely, constructive and balanced feedback in holding staff members accountable

Delegate effectively, empower team members and flex style when faced with diverse teams; understand and effectively manage complex group dynamics and diverse perspectives

Manage performance problems and team conflict skillfully

Demonstrate effective mentoring, developing and motivating skills

Inspire and foster team commitment, spirit, pride and trust; and is attentive to the well-being of staff

Take a long-term view, building a shared vision with staff planning, decision making and process improvement

Act as a positive role model

Ensure that diverse talented employees are appropriately recruited, selected, oriented and acclimated to the organization

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

## POSITION SPECIFIC COMPETENCIES – My Self-Evaluation

### Job Knowledge/Skills/Organizing Work

Understands work methods, policies, procedures, tools and technology

Apply work knowledge to effectively complete assigned tasks

Adapt to new or difficult procedures and/or changes

Comply with all safety and quality assurance procedures

Operate in a cost efficient and effective manner (adheres to budget) employees are appropriately recruited, selected, oriented, and acclimated to the organization

Display strong planning, organizing and problem-solving skills

Utilize time efficiently

Follow through on assigned work

### Interpersonal Skills

Maintain good working relationships with other employees and supervisors

Work effectively as a member or leader of a team

Interact with others in a helpful and courteous manner, internally and externally

Maintain positive customer and staff relations

Is respectful and civil to all people including those from different cultures and background

Communicate information effectively

**My Strengths in this Competency:**

**Example of Demonstrating Competency:**

## Other Position Specific Competencies

(list below each applicable to the position)

### 1. Competency:

My Strengths in this Competency:

Example of Demonstrating Competency:

### 2. Competency:

My Strengths in this Competency:

Example of Demonstrating Competency:

### 3. Competency:

My Strengths in this Competency:

Example of Demonstrating Competency:

### 4. Competency:

My Strengths in this Competency:

Example of Demonstrating Competency:

### 5. Competency:

My Strengths in this Competency:

Example of Demonstrating Competency: