

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: