

Employee Name:

## Performance Evaluation: Employee Self-Assessment

### Saint Louis University

Please complete this self-assessment in preparation for your performance discussion with your supervisor. This form will be retained by your supervisor and will not be a part of your file in Human Resources.

1. Please review your current job description and make updates. Discuss changes with your supervisor.
2. For each Core Performance Value, identify what you have done during the evaluation period to demonstrate how you performed the essential duties of your position relative to the core performance values:

<b>Mission</b> - Integrates the shared values for the common good: competence, conscience, compassion, community and commitment (5C's) into work; integrates the standards of conduct that promote the common good within the work unit and University community; treats others with respect; courtesy; honesty and compassion; participates and facilitates the participation of others in service related activities.
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<b>Customer Service</b> - For both internal and external customers demonstrates good listening skills, assesses customers' needs and takes timely action to respond to those needs; provides follow up on all issues and builds rapport; anticipates customer needs and contributes to improving processes and services.
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<b>Collaboration and Partnership</b> - Reports to work regularly, on time and is accountable during the workday; cooperates and interacts with employees inside/outside the work unit contributing to improved operations; demonstrates self-control; aligns individual efforts with team goals.
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<b>Communication</b> - Represents the University in a professional manner relating to all verbal, non-verbal, and written communication; demonstrates good listening skills; conveys information clearly and concisely; uses proper grammar, correct spelling, and proper tone in all written and verbal communication.
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<b>Technical Skills and Knowledge</b> - Applies knowledge, skills, and mastery of job processes to achieve results; continuously develops and advances technical capabilities.
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<b>Quality and Productivity</b> - Delivers products and services with little or no rework required; strives for continuous quality improvements; uses time and resources effectively and efficiently; produces value added contributions.
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<b>Problem Solving</b> - Interprets data from various sources; generates effective solutions to problems; makes sound decisions; generates alternative approaches to problem solving; demonstrates awareness of consequences or implications of judgment.
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<b>Leadership</b> - Leads tasks and people effectively; guides, coaches, inspires, and motivates others to improve skills and achieve goals; takes independent action; seeks out opportunities for professional development; solicits and considers other opinions; demonstrates strong work ethic and sense of urgency to meet commitments; recommends system/procedure improvements.
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<b>Diversity</b> - Demonstrates commitment to creating an inclusive community and environment that respects, embraces, and celebrates all expressions of diversity and identity that are in keeping with the Ignation tradition of being men and women for others.
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3. List how you achieved your individual goals. If you did not achieve them, state why not?
4. List areas of your performance you would like to improve.
5. Identify notable obstacles you encountered in accomplishing your job responsibilities since the last performance discussion (if applicable) and some possible solutions.
6. Identify any ideas that could improve your job, work area, or department.
7. Describe what actions you took toward your development since the last performance evaluation.
8. What areas would you like to develop? How will you achieve this? Consider training courses, online training courses in SkillSoft, certifications, cross training, mentoring, etc.
9. What can your supervisor do to better assist you in your position and in your development?