

Employee Self-Assessment Performance Evaluation – Ferris Administrative & Administrative Support

Please refer to the University Core Expectations chart below to complete your self-assessment

Employee Name: _____ Date: _____

Supervisor Name: _____ Position: _____

Division: _____ Department: _____

Type of Review: _____

Core Expectations – For all employees

Collaboration & Teamwork	Note: Please Provide Examples
<ul style="list-style-type: none">• Focuses on building partnerships• Demonstrates ability to get along with others, is respectful of co-workers, and internal/external constituents/customers• Seeks feedback and demonstrates the ability to listen and adapt to new ideas and solutions	How have you demonstrated Collaboration and Teamwork during this evaluation year?

Diversity Commitment	Note: Please Provide Examples
<ul style="list-style-type: none"> • Demonstrates knowledge of Employee Dignity Policy and Equal Opportunity • Shows respect and sensitivity for cultural differences • Promotes and acts in accordance with a harassment free environment • Is familiar with the Universities Diversity, equity, Inclusion and Belonging Plan • Engages in behaviors to ensure a welcoming & inclusive environment where students and employees feel a sense of belonging 	<p>How have you demonstrated <u>Diversity Commitment?</u></p>
Ethics & Integrity	Note: Please Provide Examples
<ul style="list-style-type: none"> • Considers ethical issues and fairness in decision making and actions • Demonstrates appropriate disclosures and honesty • Follows through on commitments and takes responsibility for actions 	<p>How have you demonstrated <u>Ethics and Integrity?</u></p>

<p style="text-align: center;">Excellence</p>	<p style="text-align: center;">Note: Please Provide Examples</p>
<ul style="list-style-type: none"> • Displays commitment to excellence by working thoroughly and accurately • Seeks continuous improvement opportunities • Monitors own work to ensure quality • Demonstrates knowledge, skills and abilities • Supports, promotes & develops University student enrollment & retention initiatives. 	<p>How have you demonstrated <u>Excellence?</u></p>
<p style="text-align: center;">Learning and Innovation</p>	<p style="text-align: center;">Note: Please Provide Examples</p>
<ul style="list-style-type: none"> • Demonstrates a commitment to life-long learning • Generates suggestions for improving work • Uses innovation to propose solutions • Initiates actions to research improvements 	<p>How have you demonstrated <u>Learning and Innovation?</u></p>

Opportunity and Problem Solving	Note: Please Provide Examples
<ul style="list-style-type: none">• Identifies problems in a timely manner• Gathers and analyzes information skillfully• Works well in groups and individually to develop alternatives	How have you demonstrated Opportunity and Problem Solving?

Core Expectations – For Administrative Employees who supervise non-student employees Only

<p>Fiscal Responsibility, Process Improvement/Sustainability</p>	<p>Note: Please Provide Examples</p>
<ul style="list-style-type: none"> • Acts with fiscal accountability • Seeks strategies to improve internal processes • Supports sustainability initiatives 	<p>How have you demonstrated Fiscal Responsibility, Process Improvement/Sustainability? (This core expectation is for administrative employees who supervise non-student employees.)</p>
<p>Supervisory and Coaching</p>	<p>Note: Please Provide Examples</p>
<ul style="list-style-type: none"> • Identifies employees’ strengths/weaknesses and provides example-driven feedback to enhance individual and team performance • Provides performance feedback • Provides direction and monitors compliance • Works to hire, retain and promote a diverse faculty and staff. • Promotes fair, equitable and respectful environment 	<p>How have you demonstrated Supervisory and Coaching? (This core expectation is for administrative employees who supervise non-student employees.)</p>

What progress have you made on last year's goals?

What are your goals for the coming year? Note: Goals must be aligned with the University's Strategic Plan.