

STAFF PERFORMANCE EVALUATION

EMPLOYEE SELF-APPRAISAL GUIDELINES



The self-appraisal is part of the UFV performance appraisal process. The self-appraisal gives you the opportunity to think about your performance on the job and your future goals, and to discuss these in a constructive way with your exempt administrator. This discussion should clarify your performance objectives, provide feedback on your performance with respect to skills and behaviors, and facilitate your development plans.

Evaluations of your performance will also be collected from other sources (e.g. peers and co-workers). Your exempt administrator is ultimately responsible for assessing your performance, and reviewing the assessment with you.

The self-appraisal form has five sections.

I PERFORMANCE GOALS REVIEW

In this section of the form, you will evaluate any identified goals that have been established for you or for your area/ department.

II MAJOR AREAS OF RESPONSIBILITY (this is *what* you do)

In this section of the form, you will evaluate your performance of the major activities that you are responsible for in your job. These activities typically are based on the duties outlined in your job description.

III SKILLS AND BEHAVIORS/PERFORMANCE COMPETENCIES (this is *how* you do it)

In this section of the form, you will evaluate the skills and behaviors needed to perform your job effectively.

IV DEVELOPMENT PLAN

This section can contain any or all of these elements.

- 1) Development to close performance gaps. You should identify what you think you need to do to improve job-related skills or behaviors that do not meet expectations, and what training or support you might need from UFV to achieve this improvement.
- 2) Development to enhance job skills and performance. You should identify what you think you need to do to enhance job-related skills or behaviors that you are already performing at a satisfactory level, and what training or support you might need from UFV to achieve this development.
- 3) Development for career advancement. You should identify your plans for developing a career at UFV, and what training or support you might need from UFV to carry out these plans.

V PERFORMANCE GOALS DEVELOPMENT

In this section, you will describe your performance goals for the next review period. Goals typically involve major job activities, but can also include professional or personal development.

Your completed self appraisal form will be retained by Human Resources along with other data collected as part of the performance evaluation process. You are encouraged to complete the form and give a copy to your exempt administrator **at least two weeks before** you and your supervisor's discussion of the performance evaluation data.