



INDIANA UNIVERSITY
EAST

2011

SUPPORT STAFF EMPLOYEE SELF EVALUATION

The purpose of the self-evaluation is to provide an opportunity for an employee to highlight for the supervisor his/her accomplishments and challenges over the past year. Employees may complete this form even if not requested by the supervisor. However, the supervisor may also require the completion of the self-evaluation form.

(Strictly Confidential)

University ID:

Name:

Job Title:

Date of Evaluation:

Briefly describe duties in your present job.

PART I – PERFORMANCE FACTORS –You will be evaluated by your supervisor on the following performance factors. In order to prepare for your evaluation, please review the performance factors and prepare some examples from your work in the past year which will allow you to show your supervisor your accomplishments in these areas.

5. **QUANTITY OF WORK** – Give an example indicates that you are accomplishing the quantity of work expected by meeting acceptable work load standards, budgeting time wisely, and establishing appropriate work priorities.

6. **ATTENDANCE** – Give an example which indicates that you maintain satisfactory attendance performance in regard to tardiness, early departures, planning time off to coincide with needs of the department, and using university provided time off in compliance with policies.

7. **INITIATIVE** -- Give an example which indicates that you show resourcefulness and creativity in meeting job objectives and modifying and developing new ideas and procedures to meet changing circumstances.

8. **JUDGMENT** – Give an example which indicates your ability to secure and evaluate facts in making decisions and taking actions.

PART II- DIVERSITY

Indiana University East is committed to being an inclusive community and believes that multiple perspectives and experiences are essential to learning. Through our programs and practices, we

seek to foster the understanding of and respect for cultural differences necessary for an enlightened and educated citizenry. All employees play a part in creating a culture that welcomes people of all backgrounds.

Give examples of ways that you believe you can contribute to a better understanding of diversity and create a more welcoming environment for everyone at IU East.

Part III-DEVELOPMENT

What personal/job related goals and objectives do you have for yourself in the coming year? These should include skills training and/or professional development goals which will allow you to do your job better.

How can your supervisor help you to achieve these goals?

Please use the information you have compiled on this form in your performance discussion with your supervisor and submit this form to be included in your annual performance evaluation.

Employee Signature: _____

Date _____