UNIVERSITY OF GEORGIA
Student Affairs

PERFORMANCE SELF-ASSESSMENT

Name: _____ Title: _____

Year: _____

Instructions:

Prior to performance evaluation meetings, employees should have the opportunity to complete a self-assessment for the period in which they are being evaluated. Core competencies are set by the university and are consistent across all positions. Supervisors should fill in associated duties/responsibilities the employee will be evaluated on based on the most recent position description. The employee should complete/return the self-assessment no later than the deadline provided by the supervisor. Supervisors should give employees no less than two weeks to complete the self-assessment.

- **Core Competency**: Set by UGA – Consistent across positions
- **Leadership Competency**: Set by UGA – Only applicable to positions in 100X-300X BCAT
- **Task/Responsibility**: To be completed by supervisor using the employee's most updated position
- description prior to requesting the employee's self-assessment
- **Self-Assessment**: To be completed by employee
- **Success/Achievements**: To be completed by employee
- **Area(s) of Improvement**: To be completed by employee

Rating Scale:

5 – Role Model: Consistently exceeds or delivers beyond expected standards for all behaviors. Influences others to perform better.
4 – Exceeds Expectations: Consistently delivers on expected standards and demonstrates a pattern of one or more of the role model behaviors.
3 – Consistently Delivers: Consistently meets standards. Demonstrates a strong understanding of roles and responsibilities. Requires little or no additional direction or support to achieve expected standards.
2 – Developing: Sometimes meets standards. Needs continued development (additional training/learning) or direction on one or more behaviors.
1 – Needs Improvement: Does not consistently meet expected standards. Additional direction and support are needed on several behaviors.

Core Competencies

1. Core Competency: **Acts with integrity**
   Examples include: inclusive excellence, trust and respect, utilization of university resources, work ethic

   a. Self-Assessment
      ☐ 5 – Role Model
      ☐ 4 – Exceeds Expectations
      ☐ 3 – Consistently Delivers
      ☐ 2 – Developing
      ☐ 1 – Needs Improvement

   b. Successes/Achievements
      _____
      _____
      _____

c. Area(s) of Improvement (if any)

_____
_____
_____

2. Core Competency: **Communicates effectively**
Examples include: active listening, conflict management, verbal and written communication

a. Self-Assessment

☐ 5 – Role Model
☐ 4 – Exceeds Expectations
☐ 3 – Consistently Delivers
☐ 2 – Developing
☐ 1 – Needs Improvement

b. Successes/Achievements

_____
_____
_____

c. Area(s) of Improvement (if any)

_____
_____
_____

3. Core Competency: **Learns and shares**
Examples include: finding and applying knowledge, learning agility, sharing and contributing, university knowledge

a. Self-Assessment

☐ 5 – Role Model
☐ 4 – Exceeds Expectations
☐ 3 – Consistently Delivers
☐ 2 – Developing
☐ 1 – Needs Improvement

b. Successes/Achievements

_____
_____
_____

c. Area(s) of Improvement (if any)

_____
_____
_____

4. Core Competency: **Makes sound decisions**
Examples include: critical thinking, judgment and decision making, process improvement

a. Self-Assessment

☐ 5 – Role Model
☐ 4 – Exceeds Expectations
☐ 3 – Consistently Delivers
☐ 2 – Developing
☐ 1 – Needs Improvement

b. Successes/Achievements

_____
_____
_____

c. Area(s) of Improvement for (if any)

_____
_____
_____

5. Core Competency: **Serves Others**
   Examples include: cooperation and teamwork, service orientation

   a. Self-Assessment
      - ☐ 5 – Role Model
      - ☐ 4 – Exceeds Expectations
      - ☐ 3 – Consistently Delivers
      - ☐ 2 – Developing
      - ☐ 1 – Needs Improvement

   b. Successes/Achievements

_____
_____
_____

   c. Area(s) of Improvement (if any)

_____
_____
_____

Leadership Competencies (100X-300X BCATs only)

1. Leadership Competency: **Champions Innovation** Examples include: change management, innovation

   a. Self-Assessment
      - ☐ 5 – Role Model
      - ☐ 4 – Exceeds Expectations
      - ☐ 3 – Consistently Delivers
      - ☐ 2 – Developing
      - ☐ 1 – Needs Improvement

   b. Successes/Achievements

_____
_____
_____

   c. Area(s) of Improvement (if any)

_____
_____
_____

2. Leadership Competency: **Supervises others**
   Examples include: coaching and development, delegation of work, performance management, staff management, staff morale

   a. Self-Assessment
      - ☐ 5 – Role Model
      - ☐ 4 – Exceeds Expectations
      - ☐ 3 – Consistently Delivers
      - ☐ 2 – Developing
      - ☐ 1 – Needs Improvement

   b. Successes/Achievements

      _____
      _____
      _____

   c. Area(s) of Improvement (if any)

      _____
      _____
      _____

Job Duties/Responsibilities

1. Duty/Responsibility:

   _____
   _____

   a. Self-Assessment
      - ☐ 5 – Role Model
      - ☐ 4 – Exceeds Expectations
      - ☐ 3 – Consistently Delivers
      - ☐ 2 – Developing
      - ☐ 1 – Needs Improvement

   b. Successes/Achievements

      _____
      _____
      _____

   c. Area(s) of Improvement (if any)

      _____
      _____
      _____

2. Duty/Responsibility:

   _____
   _____

   a. Self-Assessment
      - ☐ 5 – Role Model
      - ☐ 4 – Exceeds Expectations
      - ☐ 3 – Consistently Delivers
      - ☐ 2 – Developing
      - ☐ 1 – Needs Improvement

a. Successes/Achievements

_____
_____
_____

b. Area(s) of Improvement (if any)

_____
_____
_____

3. Duty/Responsibility:

_____
_____

a. Self-Assessment

☐ 5 – Role Model
☐ 4 – Exceeds Expectations
☐ 3 – Consistently Delivers
☐ 2 – Developing
☐ 1 – Needs Improvement

b. Successes/Achievements

_____
_____
_____

c. Area(s) of Improvement (if any)

_____
_____
_____

4. Duty/Responsibility:

_____
_____

a. Self-Assessment

☐ 5 – Role Model
☐ 4 – Exceeds Expectations
☐ 3 – Consistently Delivers
☐ 2 – Developing
☐ 1 – Needs Improvement

b. Successes/Achievements

_____
_____
_____

c. Area(s) of Improvement (if any)

_____
_____
_____

5. Duty/Responsibility:

_____
_____

a. Self-Assessment
   - ☐ 5 – Role Model
   - ☐ 4 – Exceeds Expectations
   - ☐ 3 – Consistently Delivers
   - ☐ 2 – Developing
   - ☐ 1 – Needs Improvement

b. Successes/Achievements

_____
_____
_____

c. Area(s) of Improvement (if any)

_____
_____
_____

Additional comments and/or feedback:

_____ _____
Employee Signature Date Completed

_____ _____
Supervisor Signature Date Reviewed

Note: The performance self-assessment does not need to be turned into your HR Liaison. This assessment is an opportunity for the employee to share their perspective on their performance, annual successes and areas for improvement. Signatures are intended for internal accountability to acknowledge that the assessment was both 1) completed by the employee and 2) reviewed by the supervisor.