

Annual Self Evaluation

Why complete a Self Evaluation?


An essential element to successful performance management is the annual evaluation process that includes input from the employee. The practice of self-reflection facilitates development and growth. It creates an opportunity for the employee to contribute valuable information related to annual accomplishments and their impact on the department and the university as a whole.

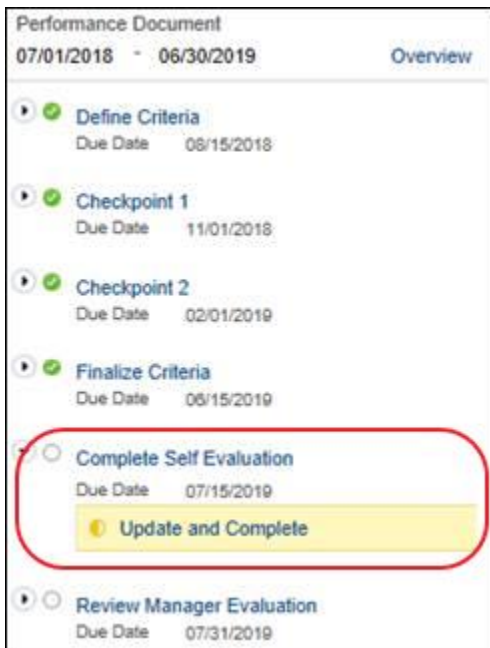
How to complete Self Evaluation

Go to **MyCWU > |Employee| Tab > ePerformance > Current Documents > Performance Document**

****Note**** If your supervisor has completed the “Finalize Criteria” step, you will have access to complete your Self Evaluation. If you do not have access, talk with your supervisor.

ACTION ITEMS

1. Under “Complete Self Evaluation,” click  .



2. **GOALS:** Under the |Goals| tab within the Employee Comments box, describe your work and accomplishments for each goal. Consider impact, how it was measured, barriers you overcame, and/or adjustments made.

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3. **COMPETENCIES:** Go to the [Competencies] tab. Using the drop-down menu “Employee Rating,” provide a rating for each competency, and within the Employee Comments box, provide some information related to why you selected the rating.

Self-Evaluation - Update and Complete

mission || Dept Objectives || Goals || **Competencies** || Training || Overall Summary


▼ Section 4 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.


⊖ Expand | ⊕ Collapse

▼ **Competency 1: Adaptability to Change**

Description : Consider factors such as:
Ability to respond quickly/effectively to uncertainty
Acceptance of changes

Employee Rating: 

Employee Comments:

Writing Tools: 

1 - Unsatisfactory
2 - Requires Improvement
3 - Satisfactory
4 - Exceeds Expectations
5 - Outstanding Performer

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▶ **Competency 2: Initiative**

▶ **Competency 3: Judgement**

▶ **Competency 4: Leadership**

▶ **Competency 5: Teamwork**

▶ **Competency 6: Job Knowledge**


▶ **Competency 7: Quality of Work**

▶ **Competency 8: Accountability Dependability**

▶ **Competency 9: Supervision**

▶ **Competency 10: Management**

▶ **Competency 11: Meets Job Expectations**

When you have completed your Self Evaluation, be sure to click the  button and then the “Complete” button.

4/3/2019

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