

# 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.

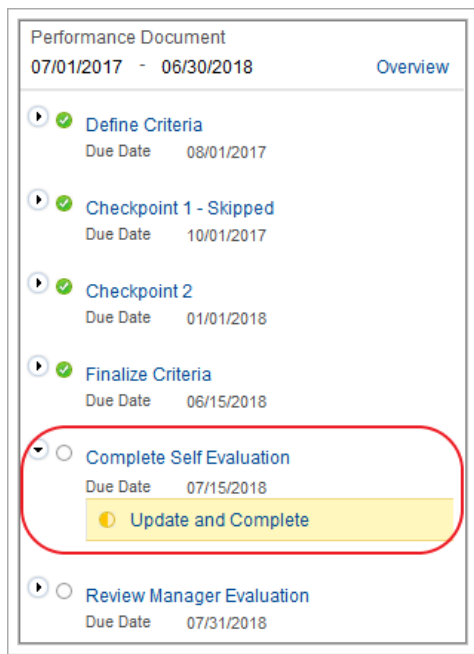
## How to complete Self Evaluation

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

Take a few moments to consider your *goals* and *competencies* for the **2017-2018** academic year and complete the following action items below:

### ACTION ITEMS

1. Under "Complete Self Evaluation," click "**Update and Complete.**"



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.
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

Size | **B** | *I* | U |  |  | **A** | 

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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 “Save” button and then the “Complete” button.