



Annual Employee Self-Review Form

Evaluation Year: _____ Evaluation Date: _____

Employee Name		Position Start Date	
System/Position Title		Direct Supervisor	
Division/Dept.		PeopleSoft Employee ID#	

The University Mission

Our mission is to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct.

Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential. We aspire to be a community that values Respect, Integrity, Innovation, Openness, Justice, and Responsibility.

Performance Review Purpose

The performance review process is intended to be a fair and balanced assessment of an employee's performance. It is an opportunity for employees and those who supervise them to review the performance of the past year, give and receive feedback, identify areas where improvement is needed, clarify job duties and expectations and set goals for the coming year. Both parties should plan together to build on strengths as well as develop areas needing improvement.

Supervisors must maintain open lines of communication throughout the year to cultivate effective working relationships. Employees should receive timely feedback in order to develop required knowledge and skills for their position and to be encouraged to excel in their roles at the University of Vermont.

This performance review form is a communication tool designed to support each individual's contribution to the University. It provides a way to recognize good performance as well as to address performance concerns and help identify areas for professional growth and development. It is important to review and document competencies, skills, accomplishments, and goals with reasonable accuracy and consistency. Supervisors must use the comments/evidence sections to provide examples of the employee's performance in order to illustrate performance ratings.

The **Performance Review Process** should include the following steps:

1. The supervisor examines the employee's past year's performance review document and goals.
2. The supervisor provides of the employee's Position Description (PD) and the employee completes the Annual Self-Review Form.
3. The supervisor reviews the PD and the Annual Self-Review Form, then complete the Annual Employee Performance Review Form.
4. The supervisor and employee meet to discuss the employee's performance and establish goals/areas for professional development for next year.
5. The employee and supervisor must acknowledge the review, either in writing to be uploaded into PeopleAdmin or electronically. See [Employee Mini-Manual](#) for additional information.

Questions? Review additional resources available on the [Labor & Employee Relations webpage](#). Contact your supervisor or Human Resource Services at hrrinfo@uvm.edu or 802-656-3150.

Section 1: Position Description & Review Meeting Discussion

INSTRUCTIONS: To complete this section review your current position description. This section should be used to provide your supervisor with feedback on specific topics you would like to discuss during your review meeting. Feel free to attach supporting documentation (ex. Trainings attended during review period).

What were your significant accomplishments or contributions during the past year?

Note: these may not necessarily be related to goals/objectives outlined in last review.

What professional development opportunities or support could your supervisor provide to assist you in your job?

What would help you to do your job better and provide greater job satisfaction?

What additional subjects you would like to discuss during your annual performance review meeting?

Have your essential functions changed since your last performance review?

Note: The purpose of this question is to discuss significant changes in job responsibilities.

☐ Yes ☐ No

If yes, describe how your position has changed since your last performance review:

Section 2: Core Competencies

(Expected of all employees at the University of Vermont including supervisors)

INSTRUCTIONS: Using the [Performance Management-Competency Tool](#), rate your performance in each of the following core competencies. Use the comments/evidence section to outline observations that support the assessment rating and/or to outline expectations. Only complete the supervisory competency if your position includes supervisory responsibilities (do not complete if you are in a functional supervisory role.)

Core Competency:	Assessment
Job Knowledge & Innovation	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory
Comments/Evidence:	
Civility & Cultural Competency	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory
Comments/Evidence:	
Teamwork, Colleagueship & Communication	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory
Comments/Evidence:	
Responsibility & Dependability	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory
Comments/Evidence:	
Work Quality & Quantity	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory
Comments/Evidence:	
Customer/Client Service	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory
Comments/Evidence:	

Supervisory Competency ONLY	Assessment
Leadership & Management	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A - Not a supervisor
Comments/Evidence: 	

Section 3: Specific Objectives/Accomplishments -Past Year

INSTRUCTIONS: Note your progress on any goals/objectives included in your prior year's evaluation, and/or note other accomplishments achieved in the past year. Explain whether any goals/objectives were modified due to departmental operations, changed priorities, or challenges faced by the employee.

Prior Year's Goal (Departmental & Professional)	Significant Accomplishments	Comments (include goal modifications & mitigating factors)
1.		
2.		
3.		

Section 4: Overall Summary of Performance

INSTRUCTIONS: Considering your performance during the review period, utilize the Criteria for Determine Overall Level of Performance below to determine an overall level of performance. Summarize overall performance in the comments section including strengths, opportunities for development and specific improvement, as well as areas that might be enhanced with professional development and training.

Criteria for Determining Overall Level of Performance

Exceptional Performance (EP):

Employee significantly and consistently surpasses performance expectations in the majority of competencies or accountabilities. Exceeds role requirements. Demonstrates exceptional depth and breadth of role knowledge. Recognized as a role model by others.

Solid/Satisfactory Performance (SP):

Employee consistently and satisfactorily meets requirements for this position. May have one or more areas of exceptional performance and/or may have one or more competencies or accountabilities that need development or enhancement.

Improvement Needed (IN):

Employee's performance needs to improve in one or more areas of competency and/or accountability for position. Improvement is immediately required in areas critical for success in position. If the supervisor identifies that performance improvement is needed a Performance Improvement Plan may be initiated to contribute to growth in identified area(s).

Unsatisfactory (UN):

Employee's performance consistently fails to meet the job requirements in one or more areas and adversely affects the department's ability to accomplish its mission. Substantial improvement is immediately required in areas critical for success in position. Formalized documentation of issues and/or expectations is appropriate and must be completed. If the supervisor identifies that performance is unsatisfactory a Performance Improvement Plan will be initiated to contribute to growth in identified area(s).

Overall Level of Performance
<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Solid Performance <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory
Comments (Strengths, Areas for Improvement, Training & Development):

Section 6: Goals and Objectives

INSTRUCTIONS: Draft 1-4 goals for the upcoming year. These will be discussed and agreed upon with your supervisor during your performance review meeting. Outline resources needed to attain goals, such as funds required and/or training needed. In the far right column, include information about how it will be known/determined that the goals have been achieved. **Note: It is strongly recommended that supervisors and employees review and revisit the status of these goals and objectives periodically throughout the review period.**

	Goal/Objective	Time Frame	Resource(s) Needed/ Support Required	Indicator(s) of Achievement
1				
2				

Section 7: Acknowledgement of Self-Review

NOTE: Supervisor signature indicates that evaluation has been reviewed. It does not necessarily indicate their agreement with the employee's evaluation.

Supervisor

Print Name: _____ Signature: _____ Date: _____

Employee:

Print Name: _____ Signature: _____ Date: _____