



Staff Performance Self-Appraisal

Staff Member's Name

Position Title

Supervisor's Name

Supervisor's Title

Appraisal Period



Overview

Performance appraisal is an important component of Elon's ongoing staff performance management process. Staff members and supervisors complete a performance appraisal at least once annually and are encouraged to conduct a mid-year review as well to contribute to open, ongoing communication and feedback.

Instructions

After completing the self-appraisal, save and email it to your supervisor by the return date specified in the accompanying email. Your supervisor will use this as a tool in completing your appraisal.

Rating Scale and Definitions

Consistently Exceeds Expectations

Performance is consistently superior and of the highest quality. Results consistently exceeded requirements.

Often Exceeds Expectations

Performance is often superior and of high quality. Results fully met and occasionally exceeded requirements.

Meets Expectations

Performance is fully acceptable, and quality is good. Results fully met requirements.

Needs Improvement

Performance is occasionally lacking and quality was not fully reliable. Results met some, but not all, requirements.

Deficient

Performance is below standards and did not meet requirements. Significant, immediate improvement is necessary.

NA | Not Applicable

Rating does not apply and/or not observed. Staff member may be new in position.



Competencies

Complete this section to assess the staff member's competencies as they relate to the current position. Comment area available at the end of the section.

Competencies

Rating Scale

Job Knowledge <i>Demonstrates functional expertise as it relates to the job. Strives for excellence. Asks relevant questions when uncertain. Shares information and knowledge with others.</i> Comments:	
Technical Knowledge <i>Proficient in methods, techniques, and equipment necessary to accomplish work.</i> Comments:	
Quality of Work <i>Achieves results that are accurate, thorough, dependable and useful.</i> Comments:	
Decision-Making <i>Analyzes facts and situations prior to initiating action and problem-solving. Uses logic and good judgment to make decisions.</i> Comments:	
Initiative <i>Handles unforeseen difficulties successfully, develops new ideas and does not require close supervision.</i> Comments:	
Diversity/Inclusion <i>Advocates and embraces an inclusive and culturally competent workplace.</i> Comments:	
Communication <i>Communicates with appropriate tone, clarity, and timelines. (Both oral and written communication).</i> Comments:	

<p>Working Relationships <i>Demonstrates the ability to work effectively with internal and external groups, departments, and individuals. Approachable, inclusive and respectful.</i></p> <p>Comments:</p>	
<p>Teamwork <i>Contributes to positive and productive workplace relationships. Courteous, flexible and cooperative.</i></p> <p>Comments:</p>	
<p>Dependability <i>Fulfills responsibilities and commitments and can be counted on to carry out instruction.</i></p> <p>Comments:</p>	
<p>Attendance and Punctuality <i>Fulfills work and time requirements. Keeps unscheduled absences to a minimum.</i></p> <p>Comments:</p>	
<p>Safety <i>Completes work in a safe way and follows all university and departmental policies and safety rules.</i></p> <p>Comments:</p>	
<p>NCAA Compliance (If Applicable) <i>Incorporate NCAA compliance responsibilities and fulfills responsibilities at the highest of institutional, personal, and NCAA standards.</i></p> <p>Comments:</p>	



Leadership Competencies

Please complete the following section only if you are currently serving as a supervisor of at least one person or supervises students.

Competencies	Rating Scale
Accountability <i>Demonstrates the ownership necessary for achieving desired results.</i> Comments:	
Delegation <i>Assigns tasks and responsibilities for specific outcomes or achievements appropriately and fairly</i> Comments:	
Policy/Mission <i>Holds staff accountable for following policies and promotes the vision and direction of Elon University.</i> Comments:	
Accessibility <i>Creates a work environment where staff can discuss concerns freely.</i> Comments:	
Strategic Leadership <i>Anticipates, prepares, and positions self and staff for the future.</i> Comments:	
Fiscal Management <i>Monitors expenditures and resources to ensure spending is within budget. Identifies cost effective approaches and fosters an environment that encourages fiscal responsibilities.</i> Comments:	
Feedback and Coaching <i>Motivates staff through quality feedback and coaching.</i> Comments:	



Accomplishments

List specific accomplishments and progress since the last review. (Text box will expand as needed)

Goals

Identify individual and/or departmental goals for the next twelve months (to be completed by the supervisor and person being evaluated). The goals should include specific professional development opportunities, competencies that need to be developed or improved, and job-related performance enhancement. The actual number of goals is to be decided by the supervisor and staff member.

Please note that goals for all supervisors for the period January 2020 through December 2020 should include the answer to the following question: What goals do you have to develop to foster a more inclusive climate, enhance understanding of differences in the workplace or learn about people or traditions that are unfamiliar to you?

Goal/Responsibility #1

Goal/Responsibility #2:

Goal/Responsibility #3:

Goal/Responsibility #4:

Goal/Responsibility #5:



Overall Rating

Staff Member’s Comments:

Signature

Staff Member’s Signature

Date