

## Annual Self-Evaluation Overview

This form is intended to provide a basis for conversation about your performance, goals, and achievements during the evaluation period. It should also serve as an opening to discuss development opportunities, areas in need of improvement, contributions you have made, recommendations for changes, and resources available to help you to continue growing in your career.

### **Instructions:**

Complete this self-evaluation and share it with your supervisor before the performance evaluation dialogue. This Self-Evaluation Form will be attached to the completed Performance Evaluation Form.

When completing this form, consider FCI's competencies, your job description, and your goals for the current evaluation period. Then comment on your performance. Use the following questions as prompts.

- What did you accomplish during this evaluation period? What do you think you did best? What are you most proud of? *Think about ways in which you have completed your daily tasks, special projects you worked on, additional contributions you have made, etc.*
- Describe any challenges or barriers that affected your ability to meet objectives or goals during the evaluation period. *Consider unexpected developments, changes in plans or deadlines, shifts in organizational priorities, etc.*
- Share any examples of growth and development during the evaluation period. *List knowledge or skills learned or advanced, training and development activities attended, on-the-job training or collaboration with others that resulted in learning, etc.*

## Five Colleges Competencies

Competencies are observable and applied knowledge, skills, and behaviors; they are critical for achieving an organization's mission, vision, and values, and for individual success.

### These competencies reflect FCI's values and apply to all FCI employees:

#### Service Excellence -

- Present a positive and helpful attitude to all internal and external contacts.
- Address needs and concerns in a timely and accurate manner.
- Deliver on service commitments, meet established deadlines, and maintain supportive relationships with colleagues (within Five Colleges, the five institutions, and in the community).

#### Communication and Interpersonal Skills -

- Express thoughts in a clear and concise manner both written and verbally.
- Listen and communicate in a way that respects and supports others.
- Understand the impact of your behavior and actions on individuals and groups.

#### Professional Conduct -

- Uphold Five Colleges policies and procedures.
- Be respectful and honest; use appropriate discretion when dealing with confidential information.
- Admit mistakes and take accountability for actions.
- Project a positive and professional image.

#### Problem Solving and Decision Making -

- Make sound decisions and solve problems involving varied levels of complexity and ambiguity.
- Understand the impact of your decisions on others with whom you work and those you serve.

#### Technical Skills -

- Use technology tools effectively to complete tasks.
- Stay current with technical upgrades to improve work processes and tasks.

#### Cultural Competency -

- Interact effectively with people of different cultures and socioeconomic backgrounds.
- Understand the impact of your behavior, words, and actions on individuals and groups.

#### Collaboration -

- Support and encourage collaboration and build relationships across the consortium.
- Creatively facilitate endeavors among the five associated institutions as appropriate to your role at Five Colleges through: building relationships, facilitating meetings and their outcomes, providing technical analysis, and offering resources for collaboration.

#### Equity & Justice -

- Foster a culture of belonging in which all feel safe, respected, and treated with dignity.
- Support and advance campus, community, and FCI efforts to achieve racial equity and justice.
- Hold yourself and others accountable, while working with humility, generosity, and compassion.

### These additional competencies apply to supervisors:

#### Leading Self -

- Set a positive example, and be honest, trustworthy, courteous, and approachable.

#### Leading Others -

- Inspire commitment, encourage and support collaboration and teamwork, provide feedback and positive reinforcement to other employees.
- Offer developmental opportunities.
- Promote a bias-free work environment.

#### Leading Results -

- Help others achieve success, offer direction, drive organizational change, provide vision, and promote and ensure alignment with FCI mission, vision, and values.



## Annual Self-Evaluation Form

Employee Name:

Employee Title:

Supervisor Name:

Period Covered:  Standard: 4/1/2021-3/31/2022      OR       Non-standard:      -

### I. Competencies

Review FCI's Competencies. Note any areas in which you exhibited outstanding qualities. Also note any areas in which you feel that you need, or want, development—either to improve your skills or to develop new ones. It is not necessary or expected that you comment on every competency.

### II. Job Performance

Review your job description. Comment on how you generally performed in relation to your job description and assess your contributions during the evaluation period. Comment on your strengths as well as areas for development.

Do you think your job description needs an update?       Yes       No

### **III. Goals for the Current Evaluation Period**

List (or attach) your goals for the current evaluation period. Note any changes in your goals. Were your goals met? Comment on your results in terms of impact-effectiveness, efficiency, timeliness, and successful prioritizing.

### **IV. Other Accomplishments**

Describe any other notable and/or exemplary accomplishments you achieved during the current evaluation period. As applicable, describe any additional initiatives or priorities you were assigned. You may leave this section blank.

## V. Draft Goals for the Next Evaluation Period

What goals would you like to accomplish during the next evaluation period? What would help you achieve them? Do you want to pursue training in areas that will enhance your knowledge and skills, educational opportunities, clarification of job duties or expectations, opportunities to collaborate with others, new technology, better communication, etc.?

Note: FCI employees are expected to develop at least one goal focused on diversity, equity and/or inclusion. That goal is written as *“To advance FCI’s efforts on racial equity and justice, I will devote the equivalent of one work day (i.e., 7 hours for full-time employees) over the next year to engaging in education and/or professional development focused on diversity, equity and/or inclusion.”* Together with your supervisor, further refine this goal to personalize it.

What you write below should be considered draft goals that will help you and your supervisor set goals for the coming year.

**Employee Signature**

\_\_\_\_\_

**Date:** \_\_\_\_\_