

# Performance Communication Employee Self-Review

# 2016

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Employee Title  
Supervisor Department  
Date

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Reflect on your own performance and contributions during the rating period, and respond to the following questions. Please give a copy of the questionnaire to your supervisor/manager at least one week prior to your performance review meeting.

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## Job Responsibilities, Goals, and Priorities

Comment on how you performed assigned job responsibilities, including progress towards goals established from last review period. Where applicable, describe additional goals, initiatives, or priorities assigned to you and results you achieved. Describe results in terms of quantity, quality, cost, timeframe, etc. where possible. Include comments on strengths and areas for improvement.

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## Other Accomplishments

Describe and provide feedback on any other notable accomplishments you achieved during the review period.

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Choose the rating that best describes your assessment of your performance on Job Responsibilities, Goals, Priorities, and Accomplishments.

**Exceeds Expectations:** Outstanding performance that regularly exceeds expectations over an extended, sustained period of time.

**Meets Expectations:** Consistently strong performance, always meets expectations.

**Improvement Needed:** Inconsistent performance, not meeting expectations.

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**Valued Behaviors**

Service Excellence	Serve internal and external customers accurately, competently, efficiently, and in a timely manner. Anticipate needs. Seek to deliver complete solutions that extend beyond the customer's stated request.
Interpersonal Skills	Build and maintain productive work relationships, collaborate with others to achieve common goals, listen and communicate in a way that respects and supports others. Express thoughts clearly and concisely.
Adaptability	Adjust own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments. Support change and seek to learn, innovate, and improve services, processes, practices, and knowledge.
Collaboration	Value the diverse backgrounds and perspectives of others. Seek and value the contribution of others and use their input to guide actions and decisions. Find common ground and solve problems for the good of all, across department, school/unit, and/or geographic boundaries. Gain trust and support of others. Be a cooperative team player.
Planning, Organizing and Execution	Clearly define tasks, process, and milestones to achieve objectives, and ensure the optimal use of resources to meet those objectives. Be accountable to deliver results and meet commitments to others.
Problem Solving & Decision Making	Make sound decisions and solve problems involving varied levels of complexity, ambiguity, and risk. Understand the impact of decisions on stakeholders and include change management planning as needed.
Professional Conduct	Uphold University/unit policies, procedures, and Code of Conduct. Be respectful, honest, and truthful. Demonstrate appropriate discretion when dealing with confidential/sensitive information. Admit mistakes, take responsibility for own actions, and do not misrepresent self for personal gain. Project a positive and professional image.
Leadership (for Managers only)	Leading Self - Set a positive example, be honest and trustworthy, exhibit humility; Leading Others - Inspire commitment, encourage and support collaboration and teamwork, provide feedback and positive reinforcement to employees, provide development opportunities; Leading Results - Help others achieve success, provide direction; Leading Thinking - Provide vision, promote and ensure alignment with school/unit and NYU's goals and values.

(Optional) Insert School/Unit Specific Behaviors Here

Describe how you demonstrated these valued behaviors during the year.

Choose the rating that best describes your assessment of your performance on Valued Behaviors.

**Exceeds Expectations:** Outstanding performance that regularly exceeds expectations over an extended, sustained period of time.

**Meets Expectations:** Consistently strong performance, always meets expectations

**Improvement Needed:** Inconsistent performance, not meeting expectations.

**Employee Summary Comments**

(Optional) Choose the rating that best describes your assessment of your overall performance level on both Goals/Priorities, Responsibilities, Accomplishments and Valued Behaviors.

**Far Exceeds Expectations:** Outstanding performance that always exceeds expectations, demonstrated for an extended period of time.

**Surpasses Expectations:** Very strong performance that exceeds expectations in most situations, and meets expectations in all others.

**Successfully Meets Expectations:** Consistently strong performance that always meets expectations and occasionally exceeds expectations.

**Partially Meets Expectations:** Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations.

**Does Not Meet Expectations:** Major gaps in performance requiring immediate and substantial improvements.

(Optional) Do you have particular career aspirations for the next 18-24 months? If there are specific positions of interest to you, what knowledge, skills, or abilities would you need to develop to move towards that type of role?