

**WESTFIELD STATE UNIVERSITY
PERFORMANCE SELF-EVALUATION
FOR NON-UNIT PROFESSIONAL**

PART I: GENERAL INFORMATION

Name: _____

State Title: _____

Campus Title: _____

Department: _____

Evaluation Period: _____

PART II: EVALUATION OF SPECIFIC AREAS

Rating Scale

Significantly Exceeds Expectations – work is performed in a distinguished superior manner achieving all goals at a level significantly above expectations; very few employees will achieve this rating.

Exceeds Expectations – work is performed with a high degree of competence and all goals are achieved at a level typically above standard.

Meets Expectations – work is performed in an acceptable manner achieving goals at a level that meets the standard.

Does Not Meet Expectations – work is performed below the standard requirement; has trouble meeting some goals; room exists for improvement.

Unsatisfactory - significantly deficient in skills and abilities.

Management Responsibilities - Is results oriented and assumes responsibility and accountability for work area; considers characteristics, such as the ability to set priorities and manage workload, timely completion of projects; takes pride in work; demonstrates professional skills and knowledge of the responsibilities and duties assigned to the position.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

Leadership/Supervision - Demonstrates ability to motivate and manage others; holds employees accountable; provides leadership to subordinates.

Comments/Examples:

CHECK ONE:

- Not Applicable
- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Problem Solving/Innovation - Requires little work direction and employs innovative problem solving to accomplish objectives; thinks and acts without being instructed in great detail to reach logical, responsible, timely decisions; recognizes and responds quickly and effectively to problem situations; reports problems to supervisors in a timely manner, when appropriate.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Work Ethic - Seeks opportunities for creativity and new achievements in work area; projects a positive image; demonstrates willingness to go beyond expectations; displays acceptable attendance and availability.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Adaptability/Acceptance of Responsibility - Ability to accept change and adapt to a variety of assignments; ability to be flexible; demonstrates willingness to assume and implement the responsibilities of the position; ability to keep up with changing demands.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Communications - Effectively communicates with others in writing and speaking; listens carefully, represents the University well in internal and external communications; informs supervisors of status of projects and key issues.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

Constituent Service - Responds quickly and in a friendly manner to requests from students, faculty, staff, administrators, and the external community; is courteous and helpful to others; assists constituents efficiently avoiding unnecessary referrals to other offices or agencies

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

Interpersonal Skills - Has effective working relationships with others; treats others with civility and respect; works collaboratively as part of an office team.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

PART III: ACCOMPLISHMENTS AND GOALS

Accomplishments: Please identify any extraordinary achievements, notable service, or exemplary contributions to the university community made within this evaluation period.

Goals for upcoming evaluation period:

PART IV: ADDITIONAL COMMENTS

Employee Comments (Optional):

Employee Signature

Date