University of Illinois Springfield
Annual Performance Evaluation 2022
Self-Evaluation Form

Note: Self-evaluations are highly encouraged but not required. Self-evaluations are not submitted to Human Resources but are instead a tool to be used by the employee and the supervisor during the evaluation process.

Select One:  □ Academic Professional  □ Civil Service

Review Period: April 1, 2021 through March 31, 2022

Name:________  
Title:  ______________
Department:  _________________  Division:  _______________
Supervisor:  ____________________  Supervisor Title:  ________________

Performance Values:
Exceeds Expectations (4): Consistently Exceeds Standards
Meets Expectations (3): Consistently Meets Standards
Developing (2): Often Meets Standards, But Still Developing
Needs Improvement (1): Often Fails to Meets Standards
Unacceptable (0): Consistently Fails to Meet Standards

A. Job Knowledge: Demonstrates knowledge and skills necessary to perform the job effectively. Understands the expectations of the job and remains current regarding new developments, technologies, methods, theories, approaches, and processes in area of responsibility. Demonstrates initiative and a desire for improvement; seeks new ways to strengthen knowledge, skills, and abilities of self and others including ongoing professional development and training.

□ Exceeds Expectations (4)  □ Meets Expectations (3)  □ Developing (2)  □ Needs Improvement (1)  □ Unacceptable (0)

Comments/Basis for performance ranking: (required)

B. Judgment and Decision Making: Anticipates and identifies problems; proposes and evaluates alternative solutions. Demonstrates resourcefulness and creativity in solving problems and is open to new or different solutions. Follow up on problems and helps to bring about a resolution.

□ Exceeds Expectations (4)  □ Meets Expectations (3)  □ Developing (2)  □ Needs Improvement (1)  □ Unacceptable (0)

Comments/Basis for performance ranking: (required)
C. **Reliability and Commitment to the Job:** Meets the work schedule expectations of the position and provides advance notice for absence. Works efficiently; uses time effectively. Demonstrates flexibility and willingness to assist by taking on difficult or inconvenient responsibilities.

- [ ] Exceeds Expectations (4)
- [ ] Meets Expectations (3)
- [ ] Developing (2)
- [ ] Needs Improvement (1)
- [ ] Unacceptable (0)

Comments/Basis for performance ranking: (required)

D. **Customer Service:** Listens to and understands the needs of the service recipient, whether inside or outside the University, and responds to those needs.

- [ ] Exceeds Expectations (4)
- [ ] Meets Expectations (3)
- [ ] Developing (2)
- [ ] Needs Improvement (1)
- [ ] Unacceptable (0)

Comments/Basis for performance ranking: (required)

E. **Productivity and Quality of Work:** Delivers accurate and thorough work product in a way that reflects favorably upon the unit and the University. Completes an adequate volume of work and establishes appropriate priorities for fulfilling various job tasks.

- [ ] Exceeds Expectations (4)
- [ ] Meets Expectations (3)
- [ ] Developing (2)
- [ ] Needs Improvement (1)
- [ ] Unacceptable (0)

Comments/Basis for performance ranking: (required)

F. **Communication:** Clearly, professionally and effectively conveys ideas and information in written and/or oral form.

- [ ] Exceeds Expectations (4)
- [ ] Meets Expectations (3)
- [ ] Developing (2)
- [ ] Needs Improvement (1)
- [ ] Unacceptable (0)

Comments/Basis for performance ranking: (required)

G. **Teamwork, Cooperation and Interpersonal Skills:** Establishes and maintains effective working relationships with others. Responds to requests from others in a helpful manner. Works collaboratively and displays a positive attitude toward others.

- [ ] Exceeds Expectations (4)
- [ ] Meets Expectations (3)
- [ ] Developing (2)
- [ ] Needs Improvement (1)
- [ ] Unacceptable (0)

Comments/Basis for performance ranking: (required)
H. Diversity, Inclusion, and Creating Community: Encourages diversity and inclusion in the workplace; engages in practices to foster a more inclusive working environment; actively engages in work to improve the University as a welcoming community; displays an open and inclusive attitude towards the campus community.

Inhabiting inclusive values.
☐ Exceeds Expectations (4)
☐ Meets Expectations (3)
☐ Developing (2)
☐ Needs Improvement (1)
☐ Unacceptable (0)

Comments/Basis for performance ranking: (required)

I. Supervision and Leadership:

For supervisory staff: Provides effective leadership for subordinates and/or team, clearly communicates expectations, actively addresses and resolves problem; provides mentoring and guidance; provides constructive feedback to subordinates including the timely and accurate completion of annual and probationary evaluations.

For non-supervisory staff: Sets a positive example for the campus community. Employee’s actions reflect well on the unit and the university.

☐ Exceeds Expectations (4)
☐ Meets Expectations (3)
☐ Developing (2)
☐ Needs Improvement (1)
☐ Unacceptable (0)

Comments/Basis for performance ranking: (required)

J. Strategic Compass Values [Student-focused Teaching and Learning; Integrity; Inquiry; Civic Engagement; Diversity; Strategic Thinking; and Accountability]: Employee understands and acts in ways to advance the Strategic Compass values in his/her work and has contributed to the unit’s overall progress toward its Strategic Compass goals.

☐ Exceeds Expectations (4)
☐ Meets Expectations (3)
☐ Developing (2)
☐ Needs Improvement (1)
☐ Unacceptable (0)

Comments/Basis for performance ranking: (required)

Total Numerical Score

33-40 Exceeds: Consistently Exceeds Standards
25-32 Meets: Consistently Meets Standards
17-24 Developing: Often Meets Standards, But Still Developing
9-16 Needs Improvement: Often Fails to Meet Standards
0-8 Unacceptable: Consistently Fails to Meet Standards
Achievement of Goals:

Were goals for this period fully achieved? □ Yes □ No □ N/A
Comments:

Were significant accomplishments achieved that were not stated goals? □ Yes □ No □ N/A
Comments:

If some goals were not achieved, or were not achieved in a timely fashion, explain the reason.
Comments:

New Annual Goals: The employee and supervisor are to write mutually agreed upon work related goals for the following year. Progress toward these goals and objectives will be assessed in the next performance evaluation. Goals should include any applicable professional development or training opportunities to support employee meeting goals.