

Clarkson University
Self Appraisal Guide
Exempt Employees

Performance Evaluation Period _____

Name _____

Title _____

Department _____

Supervisor _____

Instructions: The employee will complete this self-appraisal at the end of the evaluation period and give the form to the supervisor before the performance evaluation discussion. Consider each of the following categories in reviewing your performance.

Cooperation/Team Player – Consider the following:

- *Encourages/promotes teamwork for the University goals and Department objectives*
- *Makes decisions that are in the best interest of the University*

Comments: _____

Enthusiasm – Consider the following:

- *Attitude towards job, fellow workers, supervisors, and the University community*

Comments: _____

Communication and Influence – Consider the following:

- *Communicates in a manner that is open, candid, clear, complete and consistent*
- *Invites response and dissent*
- *Listens effectively and probes for new ideas*
- *Treats everyone with dignity and respect*

Comments: _____

Judgement – Consider the following:

- *Accuracy of decisions*
- *Ability to work with little or no instruction*
- *Judgement in unusual circumstances*

Comments: _____

Accountability – Consider the following:

- *Sets and meets aggressive commitments to achieve University/Department/Individual objectives*
- *Demonstrates courage and self-confidence to stand up for beliefs, ideas and subordinates*
- *Fair and compassionate yet willing to make difficult decisions*

Comments: _____

Team Builder – Consider the following:

- *Selects talented people, provides coaching and feedback to develop people to fullest potential*
- *Delegates whole tasks, gives authority and responsibility to subordinates to maximize their effectiveness*
- *Is personally a team player*
- *Recognizes and rewards achievement in others. Creates positive, enjoyable, high-energy workplace*

Comments _____

Knowledge, Expertise and Intellect – Consider the following:

- *Possesses and readily shares functional and technical knowledge and expertise. Constant interest in learning potential*
- *Demonstrates knowledge of issues critical to the University's success*
- *Quickly sorts relevant from irrelevant information, grasps essentials of complex issues and initiates action*

Comments: _____

Vision – Consider the following:

- *Has developed and communicated a clear, simple, customer-focused vision for their department*
- *Inspires and energizes others to commit to Vision Leads by example*
- *Focuses attention and resources on achieving University objectives*

Comments: _____

Service – Consider the following:

- *Willingness to help others in need, offer one's time and skills for the good of the University community*

Comments: _____

Performance Goals

Appraise the performance goals developed at the beginning of the evaluation period.

1. _____

2. _____
