**STAFF SELF-APPRAISAL FORM**

**UNIVERSITY OF DUBUQUE**

**Seminary**

**Name:** **Date:**

**Position Title: Supervisor:**

This self-appraisal of your job performance during the past year encourages you to be proud of your accomplishments and candid about your areas of improvement. The five performance areas below will help you organize your thoughts and share information with your supervisor prior to receiving your formal performance evaluation.

**Specific Instructions for Completing this Form:**

* Staff should **not** attempt to respond to each bulleted item within a job performance area – the criteria are only listed here to give you a sense of the broad category’s parameters. Instead, for each area, write a paragraph describing as specifically as possible how well your job performance for the past year reflects that area’s job expectations; your self-appraisal should include both strengths **and** areas for improvement.
* Please type your self-appraisal on this form in the boxes provided. No set length is expected but please be sure you have adequately responded to each performance area.
* The completed Self-Appraisal Form should be submitted to the Dean of the Seminary by April 6, 2018.
* The Dean of the Seminary will schedule a meeting with the staff member to go over the self-appraisal.

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| **PERFORMANCE AREA #1** |  |
| * **COMMITMENT TO MISSION AND COMMUNITY**
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| * Demonstrates and articulates an understanding of the University’s mission.
* Demonstrates and articulates an understanding of the Seminary’s mission.
 | * Can identify ways in which both the University and Seminary missions inform job practices.
* Participates in the University/Seminary community by attending, when possible and as appropriate, activities, events, meetings, etc.
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| **Describe actual performance and accomplishments:**  |
| **PERFORMANCE AREA #2** |  |
| * **JOB KNOWLEDGE & EXPERTISE**
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| * Demonstrates an understanding of concepts, methods, techniques, principles, etc. necessary to accomplish job duties.
* Displays understanding of how one’s job relates to others.
* Keeps abreast of current developments in one’s respective field and applies new ideas to daily responsibilities when relevant and appropriate.
 | * Has an appropriate level of knowledge of University/Seminary policies and procedures.
* Communicates clearly and concisely, both in oral and written formats.
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| **Describe actual performance and accomplishments:**  |

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| **PERFORMANCE AREA #3** |  |
| * **WORK QUALITY & DEPENDABILITY**
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| * Performs tasks in a timely, accurate, and thorough manner.
* Organizes time efficiently and meets commitments.
* Communicates needs, concerns, or issues to appropriate individuals as they arise.
 | * Maintains confidentiality of all student, faculty, and staff related information.
* Accepts additional tasks as needed.
* Establishes and follows a consistent work schedule that best meets the needs of the Seminary; follows correct procedure for notification of absences and flex-time.
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| **Describe actual performance and accomplishments:**  |
| **PERFORMANCE AREA #4** |  |
| * **INITIATIVE & DECISION-MAKING**
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| * Strives to be a self-starter, proposing productive ideas relevant to one’s job responsibility.
* Maintains composure, demonstrating restraint and self-control in difficult situations.
* Requires minimal supervision but seeks advice/approval when appropriate.
* Offers and accepts constructive suggestions appropriately.
 | * Identifies problems related to one’s area of responsibility and involves others when appropriate in seeking solutions.
* **If in a supervisory role of staff and/or student workers:** Selects and trains staff, directs the work of staff so as to achieve optimum productivity, provides ongoing feedback, and actively solicits staff input on work methods, supervision, etc.
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| **Describe actual performance and accomplishments:**  |

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| **PERFORMANCE AREA #5** |  |
| * **WORKING RELATIONSHIPS**
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| **With Co-Workers:*** Maintains effective and harmonious relations; trusted by co-workers.
* Works effectively and productively as a team member.
* Works actively and professionally to resolve conflicts.
* Demonstrates an acceptance of and respect for individual differences.
 | **With Students:*** Seeks to understand the academic needs of the student in order to offer the most effective type of assistance available.
* Displays friendly and supportive attitude while maintaining appropriate professional boundaries with students.
* Encourages students to develop the qualities of independence and self-determination.
* Refers students to appropriate individuals/offices when their concerns are outside of one’s area of responsibility and/or expertise.
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| **Describe actual performance and accomplishments:**  |

**Please use this section to identify any additional topics or concerns you would like to discuss with your supervisor during your performance review meeting.**

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| **PERFORMANCE GOALS: Establish three (3) goals for the coming year (June 2018-May 2019) that are specific, realistic, and measurable. These goals can be directly related to job performance and/or professional development.**  |
| **Goal #1:** |
| **Goal #2:** |
| **Goal #3:** |

**Staff Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**