

Self-Assessment Guide for Employees

Employee Name:

Current Position: **Time in Position:**

Supervisor Name:

Prior Year Overall Rating:

Before you begin your self-assessment in the system, it is important for you to look back over the full 12 months in which you worked, and reflect on where you put your time, energy, and focus to make a difference across campus. This guide is designed to help you think through the aspects of your work to complete your Performance Review self-assessment and to have the best conversation with your manager.

Context is very important when you consider your performance, as we are successful within the greater organizational context at Mines, not solely within our role or our immediate department. As a result, reviewing the prior year at a strategic, departmental, and personal level will provide the greatest success. To begin:

1. Review the Mines@150 strategies, and consider how your work contributes to the strategy (not all may apply).
 - a. A leader in educating STEM students and professionals.
 - b. A preferred partner for talent, solutions, and life-long learning.
 - c. A great community to learn, explore, live and work in.
 - d. A producer of differentiated and highly desired STEM-educated leaders.
 - e. The exemplar for alumni affinity, visibility, and involvement.
 - f. Accessible and attractive to qualified students from all backgrounds.
 - g. A go-to place for use-inspired research and innovation needed for challenges facing industry and society.
2. Review your calendar for the past year and note where you spent your time.
3. Review any learning and development activities you have completed this past year. (Attended training offered on campus, completed learning in Workday, attended conferences or webinars, etc.)
4. Reflect on your relationships with your department / team, and others across campus (customers, partners, committee members, etc.).
5. Consider what is next for you, ideally, when it comes to either growing in your current position or progressing to another position.

Strengths/Development Needs

It's important to know yourself, and to know what makes you unique as an individual. These are your strengths. Please list *at least* 5 strengths in the left column. Consider the following while completing this section:

- 1) What do you do better than others?
- 2) What do your coworkers come to you for?
- 3) What do you enjoy/love doing, so much you lose track of time?
- 4) Consider your various achievements (big and small) - What personal values, knowledge, or experience would you credit for that success?

It is also important to recognize where you are not performing at the level you wish to perform. This could be a job-related skill, or it could be something about you that gets in the way of your ultimate success. Please focus on your *two development needs* that would make the most difference for your success in your current position, and for your longer-term progression.

Strengths/Accomplishments from past year	Development Areas
1.	1.
2.	2.
3.	
4.	

Job Knowledge

You were hired to your position based on your knowledge, experience, education, and skills. Year after year your job knowledge should deepen as you continue to build expertise and proficiency within your work. Technology, processes, new laws, and regulations may require additional learning and they may require you to change how you accomplish your work. There is value to campus when you not only do your work well, but when you serve campus in that capacity and contribute to others' success.

In completing this section for your review, consider:

- How long have you been in your position? Given the time in the position, and the complexity and scope of the position, what do you expect from yourself? What is expected of you from Mines?
- What do you do and know that is unique to you within your position?
- Where did you complete your work with the highest quality? Where did you compromise in quality this year? Why? What was the result?
- How can you represent your knowledge and expertise in the work you do every day?
- What colleague, stakeholder or customer feedback did you receive that you might wish to have documented in your review?

Goals

Review your goals from the beginning of the year. For each goal:

- What Mines strategies align with each goal?
- Was the goal SMART – clear enough for you to know how to define success?
- Did you meet expectations? Did you exceed the goal expectations?
- Where did you struggle to meet the goal?
 - If you did not meet expectations, what happened? What barriers did you face? What additional training, information, access would help you be successful in the future?
- What goals might be appropriate heading into the next year?

Goal 1:	
Goal 2:	
Goal 3:	

Professional Development Opportunities

Looking back and considering next year:

- What learning and development did you complete? (Attended training offered on campus, completed learning in Workday, attended conferences or webinars etc.)
- How did you apply that learning to your work, or to how you approached others on campus? What impact did you make because of this training on your position? Your department? Campus?
- What interests you for your continued development?

Competencies

In addition to accomplishing your work and meeting your goals, it is equally important that each member of the Mines community represents strong citizenship in how we accomplish our work. To assess this, the performance review includes competencies for all employees.

The lists of the competencies are below, and you can click on the links to review the documents where the competency definitions and behaviors are listed.

Administrative Faculty	Classified Staff
Required Competencies: <ul style="list-style-type: none"> ▪ Accountability ▪ Collaboration/Teamwork ▪ Communications Flex additional competencies (choose 2): <ul style="list-style-type: none"> ▪ Customer Focus ▪ Innovation/Problem-Solving ▪ Professionalism ▪ Leadership (Required for Leaders) 	Required Competencies: <ul style="list-style-type: none"> • Job Knowledge • Accountability • Collaboration / Teamwork • Communication • Customer Services • Interpersonal Skills

When reviewing your performance with these competencies:

- Where do you leverage your strengths within each competency? What stories can you share with your manager about those interactions?
- Where do you recognize your gaps with each competency? What support would be helpful for you to excel?
- For Administrative Faculty competencies, are there two of the flexible competencies that make the most sense for you to be assessed against, given your role and the work you do for campus?



Additional Comments

This is a space for you to capture any additional accomplishments or any other items you accomplished, that you wish could have gone better, concerns you have about anything in your work or work environment, or anything else that you wish to discuss during your annual review conversation.

Congratulations! You're ready to go! If you have any concerns about the above information you documented, or if you're questioning how to bring up or share a topic, please talk with your HR Advisor. Find your HR Advisor [here](#). They are available to support you as you prepare for your discussion, to ensure you are comfortable and ready for the best quality review conversation.