**UT Knoxville**

**Staff Self-Reflection Form**

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| **Employee Name:**  | **IRIS Personnel Number:**  |
| **Department:**  | **Position Title:**  |
| **Review Completed By:**  | **Reviewer's Personnel Number:**  |
| **Review Period: MONTH YEAR to MONTH YEAR** |  |

**General Instructions:** Use this optional tool to help you prepare yourself and your supervisor for your upcoming annual performance review. Follow the steps outlined below before coordinating time to review with your supervisor. This form does not need to be uploaded to OPR; it is intended to foster dialogue between employees and leadership.

**PART I:** To prepare for your annual performance review, gather feedback you received from your last performance evaluation, as well as other feedback you received throughout the academic year. This may include reports, emails, certificates, etc. then self-evaluate the progress made on each of the goals established at the beginning of the review period and in alignment with position description.

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|  | **Goals and Objectives** | **Time Frame** | **Evaluation** |
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**Part II:** Rate each competency and demonstrated behavior based on performance during the review period and provide any additional comments necessary for your supervisor to know or understand why you gave yourself the following rating below.

1. **Accomplishments** - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in documentation such as the position description (PD), annual work plan, etc.

5 [ ]  Consistently Exceeds Expectations

4 [ ]  Fully Achieves and Occasionally Exceeds Expectations

3 [ ]  Fully Achieves Expectations

2 [ ]  Sometimes Achieves Expectations

1 [ ]  Unsatisfactory/Rarely Achieves Expectations

**Employee Comments:**

1. **Service & Relationships** - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors.

5 [ ]  Consistently Exceeds Expectations

4 [ ]  Fully Achieves and Occasionally Exceeds Expectations

3 [ ]  Fully Achieves Expectations

2 [ ]  Sometimes Achieves Expectations

1 [ ]  Unsatisfactory/Rarely Achieves Expectations

**Employee Comments:**

1. **Accountability & Dependability** - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the University.

5 [ ]  Consistently Exceeds Expectations

4 [ ]  Fully Achieves and Occasionally Exceeds Expectations

3 [ ]  Fully Achieves Expectations

2 [ ]  Sometimes Achieves Expectations

1 [ ]  Unsatisfactory/Rarely Achieves Expectations
**Employee Comments:**

1. **Inclusion, Diversity, and Engagement** – the extent to which the employee treats others with fairness, dignity, and respect, fosters inclusion, values individual and group differences, makes efforts to enhance inclusion, diversity, and engagement, and contributes to departmental and organizational unit diversity strategic goals.

5 [ ]  Consistently Exceeds Expectations

4 [ ]  Fully Achieves and Occasionally Exceeds Expectations

3 [ ]  Fully Achieves Expectations

2 [ ]  Sometimes Achieves Expectations

1 [ ]  Unsatisfactory/Rarely Achieves Expectations

**Employee Comments:**

1. **Decision Making & Problem Solving** - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the University. (As applicable, this element includes developing and managing human and fiscal resources within the framework of University policy.)

5 [ ]  Consistently Exceeds Expectations

4 [ ]  Fully Achieves and Occasionally Exceeds Expectations

3 [ ]  Fully Achieves Expectations

2 [ ]  Sometimes Achieves Expectations

1 [ ]  Unsatisfactory/Rarely Achieves Expectations **EmployeeComments**:

**Part III:** Enter the performance goals for the next performance review period to be evaluated. Identify future goals that you would like to focus on in the next performance period. Individual goals and objectives should align with those of the department and the University.

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| **Goals & Objectives for the Next Review Period - YEAR** |
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| * The Goals & Objectives should include both departmental goals and plans for personal and professional development.
* The time frame indicates when the goal should be accomplished.
* Evaluation indicates how accomplishment will be measured.
* Goals & Objectives should be **SMART**: **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime Bound
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|  | **Goals and Objectives** | **Time Frame** | **Evaluation** |
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**Part IV:** Describe your strengths (what you do well) and development targets you want to focus on during the next performance period. Include training and development activities that you believe are relevant to achieving your job performance goals. Enter specific actions that will be taken by either you or your supervisor to support the goals indicated in Part III above, or specific competencies in Part II. This may include career growth, job mastery, or actions to re-enforce strengths or address development opportunities. Provide an overall summary and self-reflection of your overall performance for this review period below.

**Overall Comments:**