

Non Affiliated Strengths and Opportunities Assessment



Academic Year: _____ Date completed: _____

This assessment has been created as a development tool to help stimulate discussion between supervisor and employee, and to help focus action plans for the coming year.

Please complete this Self-Assessment form in full and turn in to your supervisor. Your supervisor will contact you to set up a meeting time to discuss the assessment.

Employee Information

Employee Name: _____

Supervisor Name: _____

Section 1: Self-Assessment

Please attach additional sheets if necessary when answering.

1. What were your major achievements in the past year?

2. Who are your primary customers and how well do you feel you have served them this past year?

3. What are the areas of your performance on which you could improve? Please describe.

4. Are there additional skills, knowledge, or professional development opportunities that you feel would help you more effectively perform your present job? If yes, please list.

5. List some topics you would like to discuss during your annual development assessment:

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-
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Please review the employee's Self-Assessment (Section 1), and then complete this form (Section 2) for each Non Affiliated employee you supervise. After you have reviewed the Self-Assessment (Section 1) and after this form (Section 2) is complete, please schedule a meeting with each employee you supervise to discuss assessment.

Employee Information

Employee Name: _____

Supervisor Name: _____

Section 2: Professional Development Assessment

Knowledge

Needs Improvement



Good



Very Good



Needs to gain additional knowledge to successfully fulfill position responsibilities.

Applies education, skills, and experience with knowledge and skills learned in the position.

Continuously strives to increase knowledge by additional research, coursework, or other professional development opportunities.

Comments:

Dependability

Needs Improvement



Often fails to complete assigned tasks efficiently. Sometimes does not use resources (including time, materials, equipment) effectively. Has received guidance regarding dependability.

Good



Can be counted on to complete assigned tasks in an efficient manner. Works well under pressure. Uses resources (including time, materials, equipment) effectively.

Very Good



Prioritizes and completes assigned tasks in a highly efficient manner. Maintains high degree of accuracy and creativity under pressure. Takes initiative in using resources (including time, materials, equipment) effectively. Actively sets priorities and adjusts easily to unscheduled situations.

Comments:

Communication

Needs Improvement



Sometimes communicates effectively, but could use improvement.

Good



Is able to communicate effectively with co-workers, students and the public as an active listener.

Very Good



Extremely good at organizing and expressing ideas and information clearly with interested parties.

Comments:

Interpersonal Skills/Customer Service

Needs Improvement <input type="checkbox"/>	Good <input type="checkbox"/>	Very Good <input type="checkbox"/>
Not fully aware of the importance of service. Often shows lack of concern and courtesy. Sometimes offers assistance in response to service needs. Has received guidance regarding service orientation.	Is sensitive to the needs, feelings and capabilities of others. Treats co-workers with respect. Uses effective interpersonal skills. Effectively identifies service needs and responds appropriately.	Productively addresses, prioritizes, and responds to service needs. Identifies opportunities to enhance service practices. Evaluates and monitors service orientation. Models how to deal effectively and positively to meet service requirements.
Comments:		

Quality

Needs Improvement <input type="checkbox"/>	Good <input type="checkbox"/>	Very Good <input type="checkbox"/>
Work is average or below average. Needs to focus on improving performance on assigned tasks and increasing quality of work.	Sets and maintains high standards and emphasizes quality of job/task performance. Performs assigned tasks in an effective and accountable manner.	Continuously looks for ways to improve and promote quality leading to improved performance.
Comments:		

Respect/Judgment

Needs Improvement



Good



Very Good



Does not always objectively consider all aspects of an issue or demonstrate sound judgment. Needs help or guidance developing workable solutions. Needs more assistance setting priorities.

Regards, values, and recognizes the needs and perspectives of others. Actions, decisions, and policies should promote equity. Regards and values contributions and recognizes accomplishments.

Incessantly takes time to value and address differing perspectives. Displays interest in, and contributes to other's well-being on a continual basis.

Comments:

Trustworthiness/Ethics

Needs Improvement



Good



Very Good



Can be positive and trustworthy, but needs additional work maintaining a high level of character with a professional attitude.

Demonstrates truthfulness and ethics. Words and behaviors are consistent. Keeps promises and follows through on commitments

Demonstrates high integrity the vast majority of times. Words and behaviors reflect the highest ethical standards. Listens and speaks with honesty, openness, and respectfulness.

Comments:

Teamwork

Needs Improvement



Good



Very Good



May work on projects and committees but needs to take a more active role in exchanging ideas and working with other committee members.

Fosters positive work relationships through an inclusive team approach. Seeks input and involvement of those affected by decisions. Accepts responsibility and accountability. Places team goals above personal goals.

Creates an environment for stretching beyond what was thought possible. Works, learns and strives for excellence together, sharing successes and mistakes.

Comments:

Initiative/Continuous Improvement/Adaptability

Needs Improvement



Good



Very Good



Sometimes cooperates or participates in initiatives to improve work processes. Has received guidance regarding continuous improvement.

Cooperates and participates in improving work processes in the work environment. Demonstrates flexibility in response to new or improved work processes.

Strives for professional growth and improvement, showing initiative by making suggestions that lead to improved work processes. Looks for creative and better ways of doing things.

Comments:

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This assessment has been created as a development tool to help stimulate discussion between supervisor and employee, and to help focus action plans for the coming year.

Please complete this Action Plan (Section 3) after meeting with your supervisor to discuss your assessment. Based on the development discussion, please list relevant goals for the coming academic year below, sign and date the assessment, and return to your supervisor for final signature approval.

Employee Information

Employee Name: _____

Supervisor Name: _____

Section 3: Action Plan for Coming Year

Please make sure to write S.M.A.R.T. goals. Examples of S.M.A.R.T. goals are on the back side of this page. S.M.A.R.T. goals are – (S)pecific (M)easurable (A)ttainable (R)ealistic (T)imely

Please check the appropriate box indicating relevant goal type	GCC	Division	Department	Individual	Date Met
1.					
2.					
3.					
4.					
5.					

S.M.A.R.T. Goals

- Is the goal Specific?
A general goal would say, "Get in shape."
A specific goal would say, "Join a health club and work out 3 days a week."
- Is it Measurable?
Ask yourself, how will I know if I have accomplished it?
- Is it Attainable?
Writing a goal down helps you begin to see ways in which you can attain it and recognize opportunities that bring you closer to reaching your goal.
- Is it Realistic?
Do you truly believe you can accomplish it?
- Is it Timely?
The goal should be time-bound; otherwise, there is no urgency to complete it.

Additional Comments

Section 4: Acknowledgement and Approval

After reviewing the employee's action plan for the coming year, please sign to verify acknowledgement below.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____