



Cornell University

## Performance Dialogue Form: Self-evaluation Format

Cornell University's performance dialogue process is designed to improve job understanding, promote more effective job performance and staff development, and encourage the flow of communication between supervisors and staff members.

Performance dialogue should be a continuing process throughout the year, with a formal interview conducted at least once every calendar year. Informal meetings should be held with staff members frequently. Ideally, the once-a-year performance interview is a summary of earlier meetings, with a major portion of the interview time devoted to a discussion of future performance and career/professional development planning.

Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Review date: \_\_\_\_\_ Review period \_\_\_\_\_  
Unit \_\_\_\_\_  
Time in title \_\_\_\_\_ University service \_\_\_\_\_

My signature indicates that I have completed these discussions, but does not necessarily imply my agreement; any areas of disagreement are noted in my comments. I understand that I am entitled to receive a copy of this form and attachments, bearing all required signatures.

### Signatures

Staff member \_\_\_\_\_ Date \_\_\_\_\_  
Immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Next level of supervision \_\_\_\_\_ Date \_\_\_\_\_

- A current Staff Position Description was reviewed with me by my supervisor.

## SECTION ONE: EVALUATION OF PERFORMANCE FOR THE PAST YEAR

### Self Evaluation

1. Please note three to five of your "greatest successes" or "achievements" on the job during the past year. Consider the reasons why you think so.

2. Please note three to five things you would have liked to have accomplished over the course of the last year but didn't. Why?

3. How would you describe your skills in the areas of teamwork and cooperation?



## **SECTION FOUR: LOOKING AHEAD WITH THE SKILLS FOR SUCCESS**

Supervisor's Remarks: Comment on overall performance/effectiveness, using the Skills for Success, next page, as a guide for future areas of focus.

## STAFF SKILLS FOR SUCCESS

SKILLS FOR SUCCESS	SKILLS EVALUATION & COMMENTS
<p><b>JOB KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates the knowledge and skills required to perform the job, including administrative policies and procedures, technical and/or specialized knowledge/expertise and managerial/supervisory skills</li> <li>▪ Understands position goals, responsibilities, and expectations</li> <li>▪ Is current on professional/technical developments related to position</li> </ul>	
<p><b>INCLUSIVENESS:</b></p> <ul style="list-style-type: none"> <li>▪ Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs, with regard to ethnicity, gender, creed, and sexual orientation</li> <li>▪ Promotes cooperation and a welcoming environment for all</li> <li>▪ Works to understand the perspectives brought by all individuals</li> <li>▪ Pursues knowledge of diversity and inclusiveness</li> </ul>	
<p><b>ADAPTABILITY:</b></p> <ul style="list-style-type: none"> <li>▪ Is flexible, open and receptive to new ideas and approaches</li> <li>▪ Adapts to changing priorities, situations and demands</li> <li>▪ Handles multiple tasks and priorities</li> <li>▪ Modifies one's preferred way of doing things</li> </ul>	
<p><b>SELF DEVELOPMENT:</b></p> <ul style="list-style-type: none"> <li>▪ Enhances personal knowledge, skills, and abilities</li> <li>▪ Anticipates and adapts to technological advances as needed</li> <li>▪ Seeks opportunities for continuous learning</li> <li>▪ Seeks and acts upon performance feedback</li> </ul>	
<p><b>COMMUNICATION:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates the ability to express thoughts clearly, both orally and in writing</li> <li>▪ Demonstrates effective listening skills</li> <li>▪ Shares knowledge and information</li> <li>▪ Asks questions and offers input for positive results</li> </ul>	
<p><b>TEAMWORK:</b></p> <ul style="list-style-type: none"> <li>▪ Builds working relationships to solve problems and achieve common goals</li> <li>▪ Demonstrates sensitivity to the needs of others</li> <li>▪ Offers assistance, support, and feedback to others</li> <li>▪ Works effectively and cooperatively with others</li> </ul>	
<p><b>SERVICE-MINDED:</b></p> <ul style="list-style-type: none"> <li>▪ Is approachable/accessible to others</li> <li>▪ Reaches out to be helpful in a timely and responsive manner</li> <li>▪ Strives to satisfy one's external and/or internal customers</li> <li>▪ Is diplomatic, courteous, and welcoming</li> </ul>	
<p><b>STEWARDSHIP:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates accountability in all work responsibilities</li> <li>▪ Exercises sound and ethical judgment when acting on behalf of the university</li> <li>▪ Exercises appropriate confidentiality in all aspects of work</li> <li>▪ Shows commitment to work and to consequences of own actions</li> </ul>	
<p><b>MOTIVATION:</b></p> <ul style="list-style-type: none"> <li>▪ Shows initiative, anticipates needs and takes actions</li> <li>▪ Demonstrates innovation, creativity and informed risk-taking</li> <li>▪ Engages in problem-solving; suggests ways to improve performance and be more efficient</li> <li>▪ Strives to achieve individual, unit, and university goals</li> </ul>	

**SECTION SIX: DEVELOPMENT PLAN: STAFF AND SUPERVISOR**

This section allows the staff member and supervisor to mutually establish development goals and action plans. The goals and plans outlined here may pertain to the staff member's current position, areas of performance requiring improvement and/or they may focus on lateral/vertical movement.

DEVELOPMENT GOALS	STAFF MEMBERS ACTION PLANS	TARGET DATE

**For staff whose positions require adherence to NCAA guidelines: *please complete the following section:***

***Staff: Please check box and provide signature and date below.***

I have conducted business with full knowledge of and in full compliance with NCAA, IVY League and university policies and procedures.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

***Supervisors: Please complete the following:***

I have assessed the staff member's adherence to NCAA, Ivy League, and university policies and procedures, and the staff member has the requisite knowledge of and is in compliance with NCAA and Ivy League rules.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_