



Select: Annual Self-Review

Annual Review

Date of Conversation:

College/ Unit:

Employee Name and Title:

Department:

Manager Name and Title:

Employee Signature*

Manager Signature

Date

Date

*Employee signature acknowledges discussion of job performance as noted on this form and does not necessarily confirm agreement.

Instructions:

1. Indicate Annual Review or Annual Self Review.
2. Complete all sections; job knowledge, work quality, competencies, attendance, and professional development focusing on review of prior performance and development conversations.
3. File form in a confidential file separate from employee personnel files.

⇒ If form is being stored electronically, indicate file location _____

⇒ Additional documentation may be submitted to support comments.



Discussion Objectives:

To review employee work performance over past year. Includes discussion of prior feedback and development conversations and how current employee work performance aligns with shared goals and expectations.

This review is just that, there should be no performance issues discussed that have not already been initiated or addressed (no surprises) in this conversation.

Suggested questions:

Notes:

Review of past year’s work performance-

Discuss successes and achievements
Discuss any development activities and performance improvement progress
Discuss status/progress on any action plans or disciplinary issues in progress or completed.

Relate discussion to last year’s goals and expectations-

How do you think you did last year?
What were your greatest achievements?
What were your challenges, frustrations?

Discuss employee development activities-

What development activities are you pursuing?
How can I support your development?

Discuss any activities related to the UIC Community-

Did you pursue any campus activities?
For example: attend graduation events, participate in [Chancellor Committees](#), participate in [Sustainability](#), or attend any [Sports Teams](#) events.

Discuss how employee’s work connects to student and/or co-worker success-

In what ways has your work impacted the student experience at UIC?
What are ways you collaborate with any co-workers to complete a work goal or a project?
What are ways you have initiated positive interactions with students, co-workers, and/or University customers?



JOB KNOWLEDGE

- Demonstrates knowledge and skills necessary to perform the job.
- Performs responsibilities in accordance with job description, procedures, and policies.
- Acts as a resource person (as necessary) upon whom others rely for assistance.
- Remains current in training and education regarding new developments and current practices in areas of responsibility.

Indicate job knowledge performance level below:

Exceeds Expectations	Meets Expectations	Development Opportunity
Demonstrates expertise in all areas of job responsibilities.	Satisfactory job knowledge: understands and performs most phases of job well, occasionally requires assistance or instruction.	Lacks knowledge to perform job properly.

Provide examples of satisfactory, unsatisfactory, or exceptional performance based on performance goals and expectations previously established for this review period:



WORK QUALITY

- Completes assignments in a thorough, accurate, and timely manner.
- Meets established goals and expectations successfully.
- Meets the expectations and needs of the department and others that depend on services or deliverables.
- Able to adapt and prioritize according to complex and changing needs of department, college, unit, or university.

Indicate work quality performance level below:

Exceeds Expectations	Meets Expectations	Development Opportunity
Highest quality possible, final job usually above the outcomes expected. Takes initiative to exceed expectations.	Overall very satisfactory: usually produces error free work.	Excessive errors and mistakes, poor quality.

Provide examples of satisfactory, unsatisfactory, or exceptional performance based on performance goals and expectations previously established for this review period:



CORE COMPETENCIES

For ALL EMPLOYEES - Indicate performance level of applicable core competencies demonstrated while performing job responsibilities below.

Competency	Exceeds Expectations	Meets Expectations	Development Opportunity
Accountability - Accepts responsibility for actions and engages in appropriate behavior to address work-related issues.			
Communication - Sets the tone of the work environment by practicing good communication skills both written and verbal, including inclusive word choices and appropriate body language.			
Cooperation - Effectively collaborates with others to enhance results in your work and colleague’s work.			
Customer Service - Manifests through timeliness, professionalism, and customer perceptions of how well their needs are met.			
Integrity - Complies with the laws, rules, and policies to which UIC must adhere. Honesty and care permeates every action taken by all UIC employees.			

Provide examples of satisfactory, unsatisfactory, or exceptional performance based on performance goals and expectations previously established for this review period:



MANAGER COMPETENCIES

For **MANAGERS AND SUPERVISORS** - Indicate performance level of applicable manager competencies demonstrated while performing job responsibilities below.

Competency	Exceeds Expectations	Meets Expectations	Development Opportunity
Focus on Results – Communicates vision, sets priorities, develops and executes plans to help employees and team achieve desired outcomes. Takes overall responsibility for outcomes while encouraging others to embrace accountability.			
Developing Others – Supports employee efforts to perform in their current role, achieve professional goals, and plan for career advancement. Provides well-timed feedback to praise or improve quality of work.			
Collaborative Conflict Resolution – Encourages constructive open dialog between employees to resolve conflict, gathers information, listens to ideas proposed by others, and models the behaviors that foster collaborative working relationships among employees.			
Allocating Resources – Supports unit operations by allocating staff and other resources efficiently to accomplish operational goals.			
Manages Budgets – Demonstrates knowledge of good business practices and fiscal responsibility. Demonstrates proficiency in UIC budgeting policies where applicable.			

Provide examples of satisfactory, unsatisfactory, or exceptional performance based on performance goals and expectations previously established for this review period:



ATTENDANCE

Meets departmental expectations for attendance	Does not meet departmental expectations for attendance
Comments:	Indicate status of action plan:

PROFESSIONAL DEVELOPMENT COMPLETED DURING REVIEW PERIOD

Record any professional development activities completed below:

NOTE: Leadership and Core Competency development opportunities may be found on the UIC Human Resources Professional Development webpage: https://www.hr.uic.edu/professional_development

Activity [e.g. course, certification, license, workshop, etc.]	Title/ Topic	Provider	Time [e.g. # hours, days, weeks]



GENERAL COMMENTS

Employee:

Manager: