

TCNJ Non-Unit Self Review

Employee Information

Current Date:

Review Period:

Employee Name:

State Title:

Supervisor Name:

Department:

Instructions

Using the performance guidelines below, please rate your performance on each item in the TCNJ Core Competencies and Essential Job Functions sections. You are also encouraged to provide written comments on each item to help your manager learn more about your perspective related to your performance in each area.

Performance

Performance Definition

Exceeds Expectations	<ul style="list-style-type: none"> - Significantly and consistently (more than 50% of work hours) exceed expectations and role requirements defined in the Job Description - Demonstrates exceptional depth and breadth of knowledge, highly recognized by others within the College community - Demonstrates role model behavior for other supervisors/staff to emulate
Meets Expectations	<ul style="list-style-type: none"> - Meets and occasionally exceeds expectations and role requirements defined in the Job Description - Demonstrates willingness to collaborate with peers, managers, students, and customers consistently
Does Not Meet Expectations	<ul style="list-style-type: none"> - Does not meet expectations and role requirements defined in the Job Descriptions on a consistent basis (more than 50% of work hours) - Requires more than the expected level of supervision - Exhibits consistent (i.e., one or more documented actions per month) inappropriate work behavior while interacting with peers and/or management

You are encouraged to complete the self review. This information should be shared with your manager and considered as input to your annual performance review.

I do not wish to complete the Self Review Form. I understand that I am giving up my opportunity to provide written input during TCNJ Employee Performance Review process.

Please sign and return to your Manager

Employee Name: _____ Date: _____

Section I: TCNJ Core Competencies

Customer Service: Is dedicated to listening and meeting internal and external customers' expectations and needs; responds to the customer in a timely manner, and demonstrates respect for all individuals regardless of their background, culture, or organizational level.

Expected Behaviors:

- Demonstrates respect for all employees
- Assists customers with their needs in a positive and timely manner
- Understands internal and external customers needs
- Addresses customer requests in a professional, positive, and effective manner

Exceeds Expectations	<input type="checkbox"/>	Comments:		
Meets Expectations	<input type="checkbox"/>		Opportunity for Improvement:	
Does Not Meet Expectations	<input type="checkbox"/>			

Integrity: Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; is consistent and follows through; and demonstrates a sense of TCNJ responsibility and commitment towards the TCNJ Core Beliefs: Knowledge, Access, Operations, Excellence, and Collaboration.

Expected Behaviors:

- Upholds the TCNJ Core Beliefs: Knowledge, Access, Openness, Excellence, and Collaboration
- Behaves ethically through responsible use of time and TCNJ property
- Behaves in a fair and ethical manner towards others
- Follows through on professional commitments

Exceeds Expectations	<input type="checkbox"/>	Comments:		
Meets Expectations	<input type="checkbox"/>		Opportunity for Improvement:	
Does Not Meet Expectations	<input type="checkbox"/>			

Cooperation: Established and maintains effective working relationships within the college/unit and with supporting college/units; makes suggestions to improve efficiency and effectiveness of the work team; demonstrates flexibility and willingness to assist by taking on difficult challenging tasks or projects.

Expected Behaviors:

- Maintains a positive approach, works cooperatively with others as a team
- Demonstrates a constructive response to criticism
- Works with other College, units and/or departments to resolve issues
- Assists others in completing their tasks as needed

Exceeds Expectations	<input type="checkbox"/>	Comments:		
Meets Expectations	<input type="checkbox"/>		Opportunity for Improvement:	
Does Not Meet Expectations	<input type="checkbox"/>			

Accountability: While addressing job-related responsibilities, confirms established processes are followed. Accomplished job related tasks and goals by adhering to policies and procedures. Accepts responsibility for actions and engages in appropriate behavior to address work-related issues associated with job.

Expected Behaviors

- Demonstrates ability to notify others of his/her actions that may conflict with TCNJ processes
- Takes responsibility for work products, services, and results; does not shift blame on others
- Confirms measures to assess college, unit, department, program or project effectiveness
- Monitors goals and objectives in a systematic, timely manner and takes necessary action to address areas of concern
- Encourages others to take ownership of work products, services, and results

Exceeds Expectations	<input type="checkbox"/>	Comments:	
Meets Expectations	<input type="checkbox"/>		Opportunity for Improvement:
Does Not Meet Expectations	<input type="checkbox"/>		

Communication: Expresses ideas and information in a written and/or oral manner effectively; facilitates an open exchange of ideas and fosters an atmosphere of open communication; shares information and resources with others as appropriate in a timely manner.

Expected Behaviors

- Presents verbal expression in a clear, positive, and appropriate manner
- Presents grammatically correct written material
- Follows up as appropriate to ensure understanding
- Adapts communication for target audience

Exceeds Expectations	<input type="checkbox"/>	Comments:	
Meets Expectations	<input type="checkbox"/>		Opportunity for Improvement:
Does Not Meet Expectations	<input type="checkbox"/>		

Section II: Essential Job Functions:

Job Knowledge

Expected Behaviors

- Demonstrates the knowledge and skills necessary to perform the job
- Performs responsibilities in accordance with job description, procedures, and policies
- Acts as a resource person (if necessary) upon whom others rely for assistance
- Understands the expectations of the job and remains current regarding new developments in areas of responsibility
- Demonstrate skills necessary to meet job requirements.

Exceeds Expectations	<input type="checkbox"/>	Comments:	
Meets Expectations	<input type="checkbox"/>		Opportunity for Improvement:
Does Not Meet Expectations	<input type="checkbox"/>		

Work Quality

Expected Behaviors

- Completes assignments in a thorough, accurate, and timely manner achieving defined outcomes
- Meets established goals successfully
- Exhibits concern for the goals and needs of the department and others that depend on services or work
- Handles multiple tasks and uses work time effectively to maximize personal productivity
- Delivers high quality work product with few errors
- Prioritizes responsibilities based upon the changing needs of the college/unit

Exceeds Expectations	<input type="checkbox"/>	Comments:	
Meets Expectations	<input type="checkbox"/>	Opportunity for Improvement:	
Does Not Meet Expectations	<input type="checkbox"/>		

Section III: Diversity Goals:

Diversity is maximizing the opportunity to take advantage of rich backgrounds and abilities of all employees by recognizing and valuing differences, seeking inclusiveness, and considering and honoring different points of view. Diversity also means practicing mutual respect for qualities and experiences that are different from our own.

Expected Behaviors

- Treat members of your team in a respectful and professional manner.
- Create meaningful opportunities for team members to interact and enhance greater understanding and appreciation for each other.
- Regard, recognize, and value differences in the needs and viewpoints of others.
- Ensure that work teams reflect a variety of perspectives, understanding that diverse teams create more dynamic outcomes.
- Engage in broad recruitment efforts to facilitate diversity of hiring.
- Take advantage of the rich backgrounds and diverse talents of TCNJ staff.
- Attend presentations focusing on topics around intercultural understanding and appreciation.
- Pursue community engagement opportunities.
- Program development impacting diverse communities.
- Develop or participate in multicultural networking opportunities.

Please identify two (2) specific action items that you will implement during this evaluation period that reflect your commitment to diversity.

Section IV: Performance Goals Instructions:

In the space provided, document the job related goals you target for achievement in the next fiscal year (e.g. before the next annual performance review.) All goals need to be in support of (and linked to) The College/Unit overall objectives.

Goals: