







Susie Supervisor (Manager):

Lenny's presentations are always impressive and spot on. We gave him a template to work from but he has made it even better; other departments are even considering using it.

Competencies

Communication

Demonstrates clear, timely, and consistent speaking, listening and written communications. Listens and seeks clarification and responds clearly to questions. Listens actively and communicates to others to build trusting relationships. Written communication is clear, grammatically correct, effective and relative to the needs and scope for one's role. Relates effectively to all levels of the institution. Fosters connections and a collaborative approach.

The following are some examples of how an employee might demonstrate this competency:

- Data are presented accurately and presentations are clear and informative.
- Effectively and consistently communicates the organization's strategy and operational goals.
- Helps develop and translate strategy into operational goals and priorities.
- Create reports, memorandums, emails and other required paperwork efficiently, error free and in a timely manner.
- Tailors message and tone to be understood by the receiving audience.
- Communicates with credibility and confidence.
- Speaks directly, promptly and tactfully to address concerns.
- Asks questions to seek clarity.

Reviewer	Rating
Lenny Learner (Self)	3 - Solid (2.5 - 3.49)
Susie Supervisor (Manager)	4 - Advanced (3.5 - 4.49)

Comments

Lenny Learner (Self):

Often creates reports, memorandums, emails and other required paperwork efficiently, error free and in a timely manner.

Often communicates with credibility and confidence.

Often asks questions to seek clarity.

Susie Supervisor (Manager):

Consistently tailors message and tone to be understood by the receiving audience.

Consistently speaks directly, promptly and tactfully to address concerns.

Consistently effectively communicates the organization's strategy and operational goals.

Dependability

Reports to work regularly, on time and is accountable during the workday. Cooperates and interacts with employees inside and outside of the work unit contributing to improved operations. Aligns individual efforts with university and unit goals. Takes ownership of work and is accountable for outcomes. Is aware of and follows University policies and procedures. Establishes trust and respect by following through on commitments. Completes tasks and assignments with minimal supervision. Committed to meeting deadlines.

The following are some examples of how an employee might demonstrate this competency:

- Demonstrates consistency in the approach and delivery of work.
- Builds relationships across organizational and functional boundaries.
- Handles sensitive information and issues with discretion and tact.
- Takes personal responsibility for outcomes.
- Makes decisions based on sound judgment.





imperative to the future. Challenges norms with innovative thinking and approaches.

The following are some examples of how an employee might demonstrate this competency:

- Seeks out and is proactive in assuming additional responsibilities.
- Has visionary ideas and turns ideas into action.
- Generates suggestions for improving work.
- Shares unique and creative ideas that improve products, services, or processes.
- Contributes to creating an environment that fosters creativity.
- Takes intelligent risk to promote progress.

Reviewer	Rating
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Lenny Learner (



- Develops and maintains systems for monitoring work quality.
- Generates and tracks performance measures.

Reviewer	Rating
Lenny Learner (Self)	4 - Advanced (3.5 - 4.49)
Susie Supervisor (Manager)	4 - Advanced (3.5 - 4.49)

Comments

Lenny Learner (Self):

Consistently designs processes to anticipate problems and develop contingency plans.

Consistently develops and shares best practices.

Consistently sets and maintains exceptional work standards and expectations.

Susie Supervisor (Manager):

Consistently actively seeks new ways of working to improve productivity and efficiency.

Consistently designs processes to anticipate problems and develop contingency plans.

Consistently generates and tracks performance measures.

Professional Development Plan

Improve Photoshop skills

Item	Type	Due Date
Photoshop for Video Editors: Core Skills (2012)	Training	9/29/2021
Photoshop two projects by 7/1/21	Action Step	7/1/2021

Manager - Employee Meeting

Submit this step once the Manager - Employee meeting has taken place.

Summary

Overall Rating

Advanced (3.5 - 4.49)

	Employee Self Review	Manager Review and Employee Meeting
Job Goals & Objectives	4.00 / 5.00 Advanced (3.5 - 4.49)	4.00 / 5.00 Advanced (3.5 - 4.49)
Competencies	3.80 / 5.00 Advanced (3.5 - 4.49)	3.60 / 5.00 Advanced (3.5 - 4.49)
Professional Development Plan	N/A	N/A
Manager - Employee Meeting	-	N/A
Overall	3.92 / 5.00 Advanced (3.5 - 4.49)	3.84 / 5.00 Advanced (3.5 - 4.49)