Employee Self-Reflection

The Employee Self-Reflection provides an opportunity for you to summarize your performance over the review period. It is designed to ensure that your supervisor is aware of what you achieved over the review period and to document the resources and support you need to be successful. Please complete each section and submit this form to your supervisor as requested.

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| --- | --- | --- | --- |
| Name | Employee ID | Position Title | Planning Period |
|  |  |  |  |

Core Responsibilities and Objectives

At the beginning of the performance period, you worked with your supervisor to establish areas of focus for the year. Use this section to share your accomplishments and to note any barriers that made it difficult to make progress.

|  |  |
| --- | --- |
| My Core Responsibilities and Objectives | |
| Responsibilities/Objectives | **Accomplishments and Barriers** |
| 1. Responsibility/Objective: |  |
| 1. Responsibility/Objective: |  |
| 1. Responsibility/Objective: |  |
| 1. Responsibility/Objective: |  |
| 1. Responsibility/Objective: |  |

Professional Development

You and your supervisor may have established a set of learning and professional development plans for the performance period. Use this section to share your accomplishments and to note any barriers that made it difficult to make progress.

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| My Professional Development Accomplishments |
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## Modeling K-State’s Values

Review K-State’s Values and examples of how to model these values. In the space below provide up to three examples of how you have modeled one or more of these values.

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| **K-State’s Values** |
| **Connection**: Cultivates trust and builds relationships |
| **Courage**: Does the right thing even when it is hard or unpopular |
| **Impact**: Continually seeks to make K-State a stronger university |
| **Learner-Focused**: Contributes to an exceptional experience for K-State’s Students and others who learn from the University’s programs and services |
| **People-Centered**: Champions a culture of belonging for all |
| **Stewardship**: Uses K-State’s resources wisely |
|  |
| **3 Examples of How You Modeled K-State’s Values** |
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## Demonstrating Standards of Excellence

Review the following Standards of Excellence and note how often you demonstrated each standard. In the space below provide a couple of examples of how you demonstrated these standards.

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard of Excellence** | **I consistently demonstrated** | **I inconsistently demonstrated** | **I am not sure how to answer** |
| **Accountability**: Honors commitments and assumes responsibility for delivering results that are aligned with K-State’s high standards |  |  |  |
| **Adaptability**: Adjusts to situations and conditions that require changes in responsibilities, ways of working or interacting |  |  |  |
| **Commitment to Continuous Improvement**: Is receptive to feedback and looks for ways to do things more effectively or efficiently |  |  |  |
| **Effective Communication**: Listens for understanding, communicates in a positive and respectful manner and shares information with those who need to know it |  |  |  |
| **Job Knowledge**: Demonstrates the knowledge and skill necessary to perform effectively, understands the expectations of the job and stays current with new technologies, methods and processes in area of responsibility |  |  |  |
| **Judgment:** Makes wise choices and thoughtful decisions by collecting information and considering the implications of potential options |  |  |  |
| **Service Orientation:** Delivers high-quality programs and/or services by listening well, demonstrating empathy, being responsive and engaging in creative problem solving |  |  |  |
| **Teamwork:** Creates a positive and productive work culture and supports the success of all members of the workgroup |  |  |  |
| **Other as established by work unit** |  |  |  |
|  | | | |
| **Examples of How You Demonstrated K-State’s Standards** | | | |
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## Summary Comments for This Review Period

Use the space below to provide any additional comments about your performance during the review period.

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| **Summary Comments** |
|  |

**Acknowledgment**

Employee signature Date