

# John Glenn College of Public Affairs

## SELF EVALUATION

June 1, 2015 – May 31, 2016

*Please complete the following form and submit it to your supervisor. You are welcome to attach additional comments and/or documentation to support your responses.*

Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

### Section I: JGC Values

*Please identify whether or not you have consistently demonstrated the following values:*

Successful	Improvement Needed	Value	Definition
		LEADERSHIP	Acts as a representative of JGC to model professionalism and demonstrate JGC values to students, employees, university officials, and guests
		ACCOUNTABILITY	Takes ownership and responsibility for his/her work, team accomplishments, and areas of improvement
		INTEGRITY	Works honestly and with transparency to abide by university policy and procedures; acts as a good steward of College funds
		SUPPORT & COLLABORATION	Supports efforts of the College by participating in events and activities hosted by JGC; respects and encourages all members of JGC in their successes and work to overcome obstacles together

### Section II: Workplan Goals, Duties of the Position, & Professional Development

*Please identify how you feel that your performance should be ranked in the following areas:*

Successful	Exceptional	Needs Improvement/Developing	Unacceptable	Area of Review
				Work Plan Goals & Professional Development
				Duties of the Position

*If "Needs Improvement/Developing-or Unacceptable" in any of the above areas, please attach a separate document that describes the actions that will be taken to address these needs.*

### Section III: Overall Performance

*Based on the above items please rate your overall performance this review period:*

	<b>Successful</b>		<b>Exceptional</b>		<b>Improvement Needed/Developing</b>		<b>Unacceptable</b>
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- *For ratings of Exceptional, supervisors must submit a statement of justification for this rating.*