



# Self Evaluation Workshop

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- Non-Union Staff

# AGENDA

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- **Workflow and Timeline**
- **Writing Your Self-Evaluation**
- **Breaking it Down**
- **SMART Goal Method**
- **Time for Your Review**
- **Additional Resources**
- **Questions**

# Poll #1

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*What do you find most challenging about writing a self-evaluation?*



# Workflow & Timeline

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# 2025

## Review Period Timeline

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- **Non-Union evaluations launch Jan. 5**
- Self-evaluation period Jan. 5-Jan. 23 (3 weeks)
- Manager evaluations Jan. 26-Feb. 20 (4 weeks)
- Manager's Manager Feb. 23-March 6 (2 weeks)
- 1:1 Reviews March 9-March 20 (2 weeks)



# 2025 Workflow Reminders

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- You will receive a Performance Review task in your WD inbox on Jan. 5
- Staff on leave will receive an evaluation notification; if they return during the review period, they will have 2 weeks to complete their self-evaluation. The review process will be cancelled if they do not return during the review period.
- Staff hired after Oct. 1, 2025 will only complete the goals portion of the evaluation.
- After your manager has completed your evaluation and it has been approved, your manager will schedule a 1:1 with you.

**IMPORTANT: The evaluation cannot be changed during the 1:1 and is final.**



# Writing Your Self-Evaluation

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# Poll #2

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**How do you prepare for writing your self-evaluation?**

# Where to Begin?

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The most important self-evaluation considerations are honesty, specific accomplishments with quantifiable results, and a focus on both strengths and areas for development



# Preparation is Key

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- Familiarize yourself with USF's Vision, Mission, and Values.
- Review a copy of your 2024 evaluation in USFWorks.
- Review your job description, core responsibilities, current projects.
- Review your completed training including online training; assess your needs and desires for additional training.
- ***Talk with your manager! Ask for their input.***

# Non-Union Evaluation Template

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**Part 1: Accomplishments** - Please enter 3-5 accomplishments from the previous review period based on your 2024 goals and objectives. Please include at least one example of how the accomplishment supported USF's mission, vision and values.

**Part 2: Professional Strengths** - Please identify 3 professional strengths.

**Part 3: Development** - Please identify 3 areas for further development.

**Part 4: Goals and Objectives** - Please enter 3 goals or objectives you would like to accomplish for the upcoming year. Please ensure that one of your goals or objectives supports USF's mission, vision and values.

# Considerations

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- Be honest and objective: Provide a realistic picture of your performance
- Remember the purpose is to assess your current state and create a plan for growth
- Create an unfiltered draft
- Where have you excelled?
- This is your chance to be your own advocate
- Don't over rely on AI
- Don't wait until the last minute!

# Review Your Goals

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- Why did you meet — or struggle to meet — a goal?
- When you didn't meet a goal, what blockers made progress difficult?
- Was the goal clear, specific, and challenging enough?
- Thinking about the goals you struggled to meet, what could you improve on to meet goals like this in future?
- Thinking about the goals you achieved, how can you build on this success to set a new goal?



# Breaking it Down

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- Accomplishments
- Professional strengths
- Development
- Goals & Objectives

# Accomplishments

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- Talk about the cause and effect of your actions on projects; reference praise you've gotten from others
- Projects you completed on time and in which your participation played a great role
- Include business outcomes, quotes from happy customers, and any tangible data
- Talk assertively about your accomplishments like they're facts

# Professional Strengths

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- Your strengths are the characteristics that help you do your best work.
- Your strengths make you more efficient and effective.

## Strengths

- Dedicated
- Creative
- Flexible
- Resourceful
- Problem-solving skills
- Ability to work under pressure
- Time management skills
- Team player
- Fast learner
- Leadership skills
- Typing skills
- Writing skills
- Determination
- Negotiation skills
- Communication skills

# Development

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Focus on honesty, and try not to be defensive, minimize errors, or blame others in your self-evaluation. Stay positive and emphasize the solution and next steps.

- I have a tendency to stick with what's working and am not always open to new ideas or suggestions for change.
- I made a scheduling mistake that contributed to a delay on our team's recent project. I learned better time management skills as a result and have a plan to manage these situations better in future.
- I struggle with my presentation skills in front of a large audience. Is there someone in our wider team I can learn from?

# Areas of Development

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Positive, growth-oriented experience instead of a negative view of your current skillset.

## Common areas for improvement at work:

Policy & Procedure

Active Listening

Accepting Feedback

Written Communication

Delegation

Attention to Detail

Organization

Teamwork

Flexibility

Decision-making

Conflict Resolution

Leadership

# Self-Evaluation Phrases

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- I use my time effectively and am able to prioritize my work by [*insert here*].
- I promote a team-oriented work environment by [*insert specific examples here*].
- My problem-solving skills helped overcome a key strategic challenge during project X.
- Project Y has streamlined our process and saved time across teams.
- Project Z will bring in more and better-qualified leads.
- I accomplished a personal developmental goal to learn a new skill by working alongside peers in a different department.

# Goals and Objectives

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*At least one of your goals must support our Mission, Vision, and Values.*

A goal is an outcome you want to achieve; an objective is a specific and measurable action that can be reached in a short amount of time, related to a goal.

## **GOALS:**

- Common types of goals: Productivity, Skills, Training, and Achievement-Based goals

## **OBJECTIVES:**

- Specific actions and measurable steps that you need to take to achieve a goal.



# SMART Goal Method

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# SMART Goal Method

**Specific:** What will be accomplished? What actions will you take?

**Measurable:** What data will measure the goal? (How much? How many? How well?)

**Achievable:** Is the goal doable? Do you have the necessary skills and resources?

**Relevant:** How does the goal align with broader goals? Why is the result important?

**Time-Based:** What is the time frame for accomplishing the goal?



# Time for Your Review

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# Poll #3

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**How do you feel when getting ready for your 1:1 with your manager?**

# Common Pitfalls

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- Not listening
- Interrupting
- Negative body language
- Not keeping an open mind



# Best Practices

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- Have a growth mindset
- Stay calm and open
- Active listening
- Ask clarifying questions



# Final Steps

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- Sign your evaluation!
- Complete any requested follow-ups



# Additional Resources

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# Resources

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- [SMART Goals](#): USF Goal Setting Guidance
- [Give Yourself an Honest Performance Review](#): video, 3 minutes
- 10-8 appointments will be available beginning Jan. 5, through the appointment calendar on your myUSF home page or on the HR home page
- Concerns may be shared with Employee Relations



**THANK YOU!**

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