



Self Evaluation Workshop

AGENDA

- **Workflow and Timeline**
- **Preparing for Your Self-Evaluation**
- **Breaking it Down – Taking a Deeper Look at the Template**
- **SMART Goal Method**
- **Thinking Ahead for Next Year**
- **Additional Resources**
- **Questions**



Workflow & Timeline

2024

Review Period Timeline

- **Non-Union evaluations launch Jan. 6, 2025**
- Self-evaluation period Jan. 6-Jan. 24 (3 weeks)
- Manager evaluations Jan. 27-Feb. 2
- Manager's Manager Feb. 24-March 7
- 1:1 Reviews March 10-March 21



2024 Workflow Reminders

- There are no major changes to the self-evaluation template.
- The process will launch on Jan. 6, 2025 with an email in your USFWorks inbox.
- You will have until Jan. 24 to complete your self-evaluation.
- You are able to attach supporting documentation to your self-evaluation.
- Once you complete your self-evaluation and Submit, your manager will automatically receive a notification.
- 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.**



Preparing for Your Self-Evaluation

Preparing for your Self-Evaluation

- Familiarize yourself with USF's Vision, Mission, and Values.
- Review a copy of your 2023 evaluation in USFWorks.
- Review your job description, core responsibilities, current projects.
- Did you create a Pride Folder? Now is the time to use it!
- 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

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.

Self-evaluation Considerations:

- Where have you excelled?
- What achievements are you most proud of?
- What goals do you wish you could have accomplished?
- What would help you to accomplish these goals?
- What do you find challenging about your job?
- What career goals do you hope to accomplish in the next three years?
- What do you most like about your job?
- What else would you be interested in learning about?

Self-Evaluation Phrases – Job Performance

Provide **specific examples** that demonstrate your achievements and contributions.

- I frequently volunteer to participate in projects that are beyond my job responsibilities. *Which projects? What was beyond your regular responsibilities?*
- I promote a team-oriented work environment by *[insert specific examples here]*.
- I have exceeded my *[insert specific goal here]* performance goal by *[insert specific number here]*%.

Self-Evaluation Phrases – Reliability

- I follow through on my commitments to others and keep them aware of any challenges I face. ***Need example***
- I have met [*insert specific number here*]% of my major deadlines.
- I use my time effectively and am able to prioritize my work by [*insert here*].
- I am mindful of my team and customers' needs and schedule my planned time off well in advance.
- I regularly show up on time and am fully prepared to start my day.
- I am not afraid to ask for guidance when necessary, **for instance....**

Self-Evaluation Phrases – Additional Development Needed

- While I feel that I have strong verbal communication skills, my writing communication might benefit from additional training.
- I typically have a very positive mindset but struggle with holding difficult conversations that need to take place.
- I have a tendency to stick with what's working and am not always open to new ideas or suggestions for change.
- I am not always organized; I am working to minimize multi-tasking so I can improve my focus



Breaking it Down

Accomplishments

- Achieving goals and objectives
- Projects you completed on time and in which your participation played a great role
- Projects to which you contributed more than was expected from you
- All additional tasks you undertook; how did you flex your role?
- Courses, trainings (online + in-person) and other learning opportunities

Professional Strengths

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



Professional Strengths: Examples

- **Emotional intelligence:** Understanding and managing emotions helps build strong relationships and resolve conflicts smoothly.
- **Communication skills:** The ability to convey ideas clearly and concisely, both verbally and in writing, is essential for collaboration and information sharing.
- **Flexibility and adaptability:** Employees who can adapt quickly and easily to any shifts in the workplace.
- **Leadership:** Not confined to titles; inspires others, encourages team mates
- **Critical thinking:** Ability to weigh the pros and cons of various options, identify potential risks, and make well-reasoned decisions.
- **Accountability:** Someone who is responsible and encourages accountability in others

Development

- It's important to know your weaknesses at work: No one is perfect!
- Thinking about areas for improvement should be a 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

Goals and Objectives for 2025

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:

- Setting goals can provide self-motivation and show your manager how you aim to improve in your position and contribute to your department.
- Common types of goals: Productivity, Skills, Training, and Achievement-Based goals
- SMART goals

OBJECTIVES:

- Specific actions and measurable steps that you need to take to achieve a goal.
- Strong objectives are specific, measurable, achievable, realistic and time-bound.



SMART Goal Method

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?



Thinking Ahead to Next Year

Keep Notes Throughout the Year

- Maintain notes in real time.
- Keep a folder with all related items for your self-assessment.
- Archive emails on a job well done in your self-assessment (Pride) folder along with any other feedback you receive throughout the year.
- Use your calendar as a tool to track your accomplishments and projects. Search by topic.
- Self-Evaluations won't be so painful!



Track Your Accomplishments

- Keep track of all your accomplishments throughout the year
- Not all accomplishments have corresponding data
- If data is available for tasks and/or projects collect it, try to collect it in real time
- Beneficial to obtain data throughout the year – will avoid a last minute scramble.
- Add these to your self-assessment (Pride) folder.



Additional Resources

Resources

- [SMART Goals: USF Goal Setting Guidance](#)
- [Give Yourself an Honest Performance Review: video, 3 minutes](#)
- 10-8 appointment link – Make an appointment with us for help with your self-appraisal. [Starting January 6, 2025]



THANK YOU!
