Why Do Self-Evaluations Matter?

Fairview believes it is important to give all employees the opportunity to reflect on accomplishments and opportunities in their performance. As employees, when you understand your strengths and opportunities, you have more confidence and are more likely to engage more fully in the work. This helps drive ownership and purpose in your roles and leads to deeper conversations with your leader about your personal development.

By completing a self-evaluation in the three (3) Areas of Ownership (Performance to Goals, Commitments, and Functional Excellence), you actively participate in your performance evaluation and prepare for an engaging year-end conversation with your manager.

How to Use this Form

Before you begin, please do a **Save As** to save this template with your name to your computer. You may also print a copy of this form and take written notes (write clearly so others can read it).

*Example*: 2019 Self Evaluation – Libby Smith.doc

Consider the following questions as you fill out your self-evaluation:

* What achievements are you most proud of this year?
* What strengths have contributed to your success in each area of ownership?
  + Performance to Goals
  + Commitments
  + Functional Excellence
* What challenges have you faced and how did you overcome them?
* What is one area where you would like to improve?
* What is your developmental goal? What support do you need to achieve that goal?

Make a note of your accomplishments and opportunities in the template below. Share your self-evaluation with your leader at the end of the year as part of the annual performance review process.

Self-Evaluation Form

|  |  |
| --- | --- |
| **Name:** | **Title:** |
| **Department:** | **Date:** |

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| **Performance to Goals:** *Add comments that describe your demonstrated performance and accomplishments to goals.* |

**Commitments:** *Our Fairview Commitments help guide behaviors to achieve the organization’s mission and vision.* ***Respect for People*** *and* ***Continuous Improvement*** *are the overarching Guiding Principles that guide our 10 commitments. Click on the links below to learn more about each commitment, as you reflect on how well you demonstrated behaviors of each this year.*

|  |  |
| --- | --- |
| **Respect for People** | **Continuous Improvement** |
| [Create an Exceptional Experience](https://odandl.org/wp-content/uploads/2018/06/Create-an-Exceptional-Experience-Overview.pdf)  [Honor Relationships](https://odandl.org/wp-content/uploads/2018/06/Honor-Relationships-Overview.pdf)  [Communicate Intentionally](https://odandl.org/wp-content/uploads/2018/06/Communicate-Intentionally-Overview.pdf)  [Engage and Inspire](https://odandl.org/wp-content/uploads/2018/06/Engage-and-Inspire-Overview.pdf)  [Commit to Development](https://odandl.org/wp-content/uploads/2018/06/Commit-to-Development-Overview.pdf) | [Collaborate for Outcomes](https://odandl.org/wp-content/uploads/2018/06/Collaborate-for-Outcomes-Overview.pdf)  [Set and Hold Standards](https://odandl.org/wp-content/uploads/2018/06/Set-and-Hold-Standards-Overview.pdf)  [Identify and Solve Problems](https://odandl.org/wp-content/uploads/2018/06/Identify-and-Solve-Problems-Overview.pdf)  [Achieve Results](https://odandl.org/wp-content/uploads/2018/06/Achieve-Results-Overview.pdf)  [Seek Perfection](https://odandl.org/wp-content/uploads/2018/06/Seek-Perfection-Overview.pdf) |

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| **Respect for People**: *Add comments that describe how you demonstrated the Respect for People commitments.* |
| **Continuous Improvement***: Add comments that describe how you demonstrated the Continuous Improvement commitments.* |

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| **Functional Excellence:**  *Add comments that describe how you contributed to the organization and the execution of daily work.* |
| **Summary**: *Use this space to capture any additional comments about your accomplishments, opportunities for development and development progress.* |

***Remember to share your self-evaluation with your leader at the end of the year as part of the annual performance review process.***

***Thank you for engaging in your ongoing growth and development at Fairview.***