## Self Evaluation Template – ASU Staff

**Employee:** ____________________________  **Position title:** ____________________________

**Supervisor:** ____________________________  **Department:** ____________________________

**Type of review:**  ____________________________  **Affiliate ID:** ____________________________

### Important:
Review the **University core expectations** (p. 2) as you fill out this form.

### Results (What was accomplished)
Summarize your performance for the review period. Use examples or bullet points.

- Job duties
- Special projects
- Professional development
- Annual goals

### Core expectations (How results were accomplished - behaviors)

#### Core expectations for staff

<table>
<thead>
<tr>
<th>Core expectation</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Service-oriented, positive attitude, helpful** | • Provides exceptional service by distributing accurate, useful information that supports university objectives  
  • Holds self and others to a high standard of quality and service  
  ([Sun Devil Service](#)) |
| **Trustworthy, adheres to ethics and compliance standards** | • Demonstrates integrity under all circumstances  
  • Adheres to university standards of ethics and compliance  
  • Performs all job duties and functions in compliance with all ASU policies and completes all required training  
  ([Safety training, Safety expectations, Service training](#)) |
| **Collaborative, team-oriented** | • Works effectively with others inside and outside the university to accomplish university goals |
| **Productive, commitment to ASU** | |
- Improves university effectiveness by finding creative solutions that increase access to educational resources
- Identifies and resolves problems and otherwise advances university mission

**Flexible, adaptable**
- Welcomes and adjusts quickly to change
- Remains flexible and productive at all times

**Respectful communicator**
- Expresses ideas clearly and adjusts communications to the intended audience
- Recognizes the need to communicate effectively with diverse faculty, staff and students throughout the university

**Resourceful, committed to sustainability**
- Actively seeks, acquires and promptly applies new knowledge and skills to support university goals
- Is aware of and supports the university's sustainability programs *(Sustainability Expectations)*

<table>
<thead>
<tr>
<th>PLANNING (next 12 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance (core job duties, projects and defined goals)</td>
</tr>
</tbody>
</table>

Revised 2/28/17 | Page 2 of 2