**Part I: Employee Information & Self-Assessment**

*(To be completed by the employee)*

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| --- | --- |
| **Employee Name:**  (Last, First) |  |

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| --- | --- | --- | --- |
| **Business Title:** |  | **Years in present position:**  Years, months |  |

|  |  |
| --- | --- |
| **Name of Immediate Supervisor/Reviewer:**  (Last, First) |  |

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| **Employee Self-Assessment -- A self-assessment is required for Fiscal Year 2018-2019** |
|  |

**Part II**: **Reappointment Recommendation by Department, Program or Function Head**

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| **Please provide a narrative summary on the manager’s performance in the box below.**  *(Box will expand as you type.)* |
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Sign Here:

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| --- | --- | --- | --- | --- |
|  | **Reappointment Recommendation and Overall Rating** |  |  |  |
|  | Recommended |  |  |  |
|  | Not Recommended |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Department, Program, or Function Head Signature** |  | **Date** (##-##-####) |  |

**Part III:** **Competency Review**

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| --- | --- |
| **I. Accountability** | Rating  (select from drop down) |
| Accepts responsibility for taking action, even in ambiguous circumstances; follows through on commitments; makes tough decisions; acknowledges and learns from mistakes without blaming others; self-reliant when necessary. |  |

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| **II. Communication Skills** | Rating  (select from drop down) |
| Clearly and concisely conveys verbal, non-verbal, or written information and ideas to individuals or groups to ensure that they understand the message; actively listens to others; shares information in a timely manner using the most appropriate method; presents well organized information in a group setting; calmly provides direction in dealing with critical issues; projects confidence; expresses views openly, honestly and with tact. |  |

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| **III. Customer Focus** | Rating  (select from drop down) |
| Makes customers and their needs the primary focus of one’s actions; develops and sustains productive customer relationships; listens carefully to customer inquiries and requests; acts professionally and calmly at all times when dealing with customers; maintains an open mind when considering customer requests; follows through on commitments; verifies customer satisfaction with outcomes in accordance with agreements, standards or protocols. |  |

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| **IV. Decision Making** | Rating  (select from drop down) |
| Identifies and understands issues, problems and opportunities; compares data from different sources to draw conclusions; takes action that is consistent with available facts, constraints and possible consequences; solicits input from employees; seeks a shared understanding; explains the rationale for decisions in terms understandable to members of the team. |  |

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| **V. Leadership** | Rating  (select from drop down) |
| Creates a vision or goal for one’s work unit and communicates it in a way that motivates others to implement it; understands and effectively communicates the “Big Picture”; develops strategies to include divergent opinions and overcome adversity; inspires others through energy, enthusiasm and optimism; rallies the troops and builds morale when the going gets tough; takes charge when the situation demands it; values diversity. |  |

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| **VI. Managing Performance** | Rating  (select from drop down) |
| Collaborates with team and individuals to set meaningful objectives that support university goals; assigns work equitably; appropriately delegates tasks, authority and responsibility; follows progress against goals; provides regular feedback; addresses performance issues promptly; fosters learning and development; recognizes employee achievements; establishes courses of action for self and others to ensure that work is completed efficiently and on time; juggles demands of multiple projects when required; sets and adjusts priorities as required; translates strategies into step-by-step plans for action; accurately gauges time and resources required to complete projects. |  |

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| **VII. Problem Solving** | Rating  (select from drop down) |
| Acknowledges problems; collects appropriate data and information; breaks problems down to underlying issues; draws on own experience and experience of others; looks at problems from multiple perspectives; evaluates costs, benefits and risks of different solutions; considers the impact on other individuals, teams or business processes; checks solution following implementation to ensure it effectively addresses the problem. |  |

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| **VIII. Professional Presence and Integrity** | Rating  (select from drop down) |
| Interacts with others in a way that gives them confidence in one’s intentions: makes self available to others; acts in a manner that encourages others to approach with questions, concerns or requests for support; understands one’s impact on others; acts as a role model; stays current in terms of professional development. |  |

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| **IX.**  **Technical Skills and Knowledge** | Rating  (select from drop down) |
| Possesses, acquires and maintains the technical/professional expertise required to do the job effectively and to create customer solutions. Technical/professional knowledge is demonstrated through problem solving, applying technical knowledge, and product and service management for the functional area in which one operates; continually updates skills and knowledge; applies technology effectively; is willing to learn about the use of technology; understands and adheres to rules, regulations and codes of ethics; demonstrates an understanding of and maintains conditions that ensure a healthy and safe working environment. |  |

**Part IV**: **Reappointment Recommendation by Immediate Supervisor**

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| **Please provide a narrative summary on the manager’s performance in the box below.**  *(Box will expand as you type.)* |
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Sign Here:

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| --- | --- | --- | --- | --- |
|  | **Reappointment Recommendation and Overall Rating** |  |  |  |
|  | Recommended |  |  |  |
|  | Not Recommended |  |  |  |
|  |  |  |  |  |
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|  | **Immediate Supervisor Signature** |  | **Date** (##-##-####) |  |

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|  | **Employee Acknowledgement:** |  |  |  |
|  | My signature below confirms that the annual performance review meeting with my immediate supervisor/manager has taken place. | | |  |
|  | Sign Here: |  |  |  |
|  | **Employee Electronic Signature** |  | **Date** (##-##-####) |  |

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| **Optional: Employee may make comments in the box below.**  *(Box will expand as you type.)* |
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**Part V: Reappointment Recommendation** **by Unit Head**

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| **Please provide a narrative on the manager’s performance in the box below.**  *(Box will expand as you type.)* |
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|  | **Reappointment Recommendation and Overall Rating** |  |  |  |
|  | Recommended |  |  |  |
|  | Not Recommended |  |  |  |
|  |  |  |  |  |
| Sign Here: |  |  |  |  |
|  | **Unit Head Supervisor Electronic Signature** |  | **Date** (##-##-####) |  |

**Part VI. Reappointment Recommendation** **by Division Vice President**

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| **Please provide a narrative on the manager’s performance in the box below.**  *(Box will expand as you type.)* |
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Sign Here:

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|  | **Reappointment Recommendation and Overall Rating** |  |  |  |
|  | Recommended |  |  |  |
|  | Not Recommended |  |  |  |
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|  |  |  |  |  |
|  | **Vice President Electronic Signature** |  | **Date** (##-##-####) |  |
|  |  |  |
|  | **Please forward a copy of this review to the manager being evaluated, for their records, prior to forwarding to the V.P. for Human Resources at** [**reappointment@montclair.edu**](mailto:reappointment@montclair.edu) | | |  |

**Part VII. Human Resources Review**

Sign Here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *I have reviewed this document for completeness and content.* |  |  |  |
|  | **Vice President for Human Resources:** |  |  |  |
|  | David Vernon |  |  |  |
|  |  |  |  |  |
|  | **Electronic Signature: David Vernon, V.P. for Human Resources** |  | **Date** (##-##-####) |  |

**Part VIII: Reappointment**

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|  | Approved |  | Denied | | |  |
|  |  |  | |  |  |  |
|  | **Electronic Signature: Dr. Susan Cole, President** | |  | | **Date** (##-##-####) |  |

On file with:

Division of Human Resources