LAFAYETTE COLLEGE

Self-Evaluation & Reflection

Employee Information			
Employee Name		**Department**	
Job Title		**Manager Name**	
Review date		**Last review date**	

Employee: Complete and forward to your supervisor

Accomplishments and Effectiveness in Your Role
Describe your key accomplishments over the past year. Highlight how you met or exceeded job responsibilities, supported daily operations, improved processes, or contributed to departmental/College goals. Include specific examples or measurable outcomes where possible.

Challenges and Opportunities for Improvement
Identify areas where you faced challenges or where improvements could be made. Reflect on what you learned and outline the steps you plan to take to strengthen your performance, efficiency, communication, or skills in the coming year.

Contribution to the College Community and Mentorship

Explain how you supported the College community as part of or beyond your core duties. This may include providing excellent service to students, faculty, and colleagues; participating in inclusion efforts; supporting sustainability initiatives; serving on committees; assisting with events; or engaging in service. Where have you sought advice or provided mentorship?

Professional Development and Career Growth

Discuss your professional development efforts during the year and identify opportunities that would help you develop in your role and prepare for future responsibilities. This may include training, certifications, cross-department learning, mentoring, or additional resources or support from the College.

LAFAYETTE COLLEGE

Performance Evaluation (Exempt)

Employee Information			
Employee Name		**Department**	
Job Title		**Manager Name**	
Review date		**Last review date**	

Job-related Competencies

Strategic and Operational Effectiveness	Strongly disagree	Disagree	Agree	Strongly agree
Aligns day-to-day work with department & College priorities	☐	☐	☐	☐
Exercises sound judgement in planning & execution of duties	☐	☐	☐	☐
Anticipates department & College needs and plans accordingly	☐	☐	☐	☐
Responds effectively to changing priorities and complex challenges	☐	☐	☐	☐

Comments

Leadership & Accountability	Strongly disagree	Disagree	Agree	Strongly agree
Exhibits a high level of accountability and professionalism in their role	☐	☐	☐	☐
Models effective decision-making	☐	☐	☐	☐
Contributes to a culture of responsibility & continuous improvement	☐	☐	☐	☐
Actively seeks feedback from others on their performance	☐	☐	☐	☐

Comments

Collaboration & Communication	Strongly disagree	Disagree	Agree	Strongly agree
Communicates clearly & effectively with a wide range of campus stakeholders	☐	☐	☐	☐
Helps others achieve their objectives	☐	☐	☐	☐
Fosters productive working relationships	☐	☐	☐	☐
Contributes constructively to shared initiatives	☐	☐	☐	☐

Comments

Adaptability & Problem Solving	Strongly disagree	Disagree	Agree	Strongly agree
Responds effectively to changing priorities & complex situations	☐	☐	☐	☐
Assesses situations thoughtfully & identifies practical solutions	☐	☐	☐	☐
Adapts approach as needed to maintain continuity & effectiveness in operations	☐	☐	☐	☐

Comments

Overall Employee Performance	How would you qualify the employee's performance?
Unsatisfactory Performance Employee does not meet the established expectations of the role.	☐
Developing Performance Employee does not yet consistently meet the established expectations of the role.	☐
Effective Performance Performance consistently meets the established expectations of the role. Responsibilities are carried out competently, with appropriate quality, reliability, and professionalism.	☐
Advanced Performance Performance consistently exceeds the established expectations of the role. Employee demonstrates a high level of proficiency, initiative, and impact.	☐

Summary

Areas of Strength

Areas of Development

Eligible for Salary Increase	☐ Yes ☐ No ☐ Yes, with reservations

Overall Summary

Goals

Employee signature*		**Date**	
Reviewer signature		**Date**	

*Signature indicates receipt of this document only and may not mean employee is in agreement.