

# Merit Employee Performance Review Self-Assessment

## Employee Information:

Name:

Date:

# Universal Competencies

***Please describe how you meet the Universal Competencies below:***

***Collaboration/Positive Impact:*** *Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.*

**Employee Comments:**

***Welcoming and Respectful Environment:*** *Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner.*

**Employee Comments:**

***Service Excellence/Customer Focus:*** *Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.*

**Employee Comments:**

## Goals/Accomplishments (Ongoing Work Responsibilities, Projects, Competencies)

*Please describe your accomplishments over the past year. You may add sections as needed.*

### Accomplishments/Goals:

**Employee Comments:**

### Accomplishments/Goals:

### Employee Comments:

### Accomplishments/Goals:

### Employee Comments:

## Goals for Next Performance Period (Ongoing Work Responsibilities, Projects, Competencies)

*Please add your goals for the coming year. You may add sections as needed.*

**Goal:**

**Plan to Achieve:**

**Goal:**

**Plan to Achieve:**

**Goal:**

**Plan to Achieve:**

**Goal:**

**Plan to Achieve:**