# Self-Evaluation: *Role*

Person completing self-evaluation: *Name*

Role Overview

*Add role Overview here*

## Evaluation of Core Job Functions

|  |  |  |
| --- | --- | --- |
| **Position Objectives** | **Essential Duties and Responsibilities** | **Strengths and Areas for Growth** |
| ***Objective Here*** | *Duties here* |  |
| *Duties here* |  |
| *Duties here* |  |
| ***Objective Here*** | *Duties here* |  |
| *Duties here* |  |
| *Duties here* |  |
| *Duties here* |  |

## Evaluation of Team Member Performance:

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| --- | --- |
| **As a team we strive to:** | **Strengths and Areas for Growth** |
| Contribute to positive relationships with team and partners through:   * Engaging in direct, honest, and respectful communication including sharing feedback; * Checking our assumptions, seek to understand * Being reliable; * Collaborating informally and formally * Being flexible; * Being aware of and responsive to, the communicated and observed needs, capacity, and circumstances of others. |  |
| Acknowledge that we will make mistakes and will learn from them; |  |
| Work independently, while knowing when to engage team members; |  |
| Intentionally seek, receive, and integrate the input of others; |  |
| Meet our programmatic goals effectively and efficiently including through:   * Thoughtful time management practices; * Careful writing and editing; * Fluency with technology; * Excellent training, presentation, and facilitation skills; and * Active prioritization of short and long term projects and activities; |  |
| Communicate effectively in all settings through knowing your audience and role and engaging in clear messaging |  |

Is there anything else you’d like to share/reflect on from your time in this role?