

# 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:**

***Diversity, Equity, and Inclusion:*** *Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.*

**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:**