**General Factors**

1. **Adherence to Policy** – The extent to which I follow and observe Institute and departmental policies, such as, but not limited to, appearance, attendance, confidentiality, ethical conduct and safety.

2. **Effectiveness/Quality of Work** – The extent to which I demonstrate qualities, such as, but not limited to, creativity, flexibility, productivity, organizational and multi-tasking skills; achieve results, such as, but not limited to, producing work that is accurate, thorough and complete.

3. **Job Knowledge** – The extent to which I possess the practicaltechnical knowledge required on the job.

4. **Judgment/Decision-Making** – The extent to which I demonstrate the ability to make sound decisions. Effectively consider all relevant facts, take action and/or offer recommendations to resolve challenges.

5. **Leadership** – The extent to which I demonstrate qualities such as, but not limited to, encouraging excellence, fostering commitment, mentoring others, and serving as a positive role model; demonstrate professionalism, independence, and initiative to support the Institute and departmental missions.

6. **Managerial Ability** – The extent to which I demonstrate effective resource management. Effectively direct, encourage, and support others. Prioritize and organize work to ensure assignments are completed and objectives are met in a timely manner.

7. **Professional Relationships** – The extent to which I demonstrate the appropriate attitude and ability to cooperate, communicate, and work with internal and external constituents.

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1. After reviewing the general factor categories listed above, I consider myself to be the strongest in these general factor categories.

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2. After reviewing the general factor categories listed above, I would like to be stronger in these general factor categories.
3. What professional development activities have I participated in since my last review? What professional development activities would I like to participate in for the upcoming year (e.g. seminars, training, schooling etc.)

4. What goals have I achieved since my last review? Were there any goals established during my last review that were not met? What goals would I like established for the upcoming year? (etc.)

5. What types of additional training or experience do I need to help me do my current job better? How could this be accomplished?

6. Does my present job make the best use of my abilities?

7. What do I like best about my job? Least?

8. How could my supervisor help me to do a better job?