

ILLINOIS TECH

FY24 Annual Performance Review (June 1, 2023 – May 31, 2024)	
Employee Name:	
Employee A#:	
Manager Name:	
Department/College:	
Date:	
Employee Goals for FY24	
Goal 1:	Self Review: Select Rating: ▾ Manager Rating: Select Rating: ▾
Manager Comments:	
Goal 2:	Self Review: Select Rating: ▾ Manager Rating: Select Rating: ▾
Manager Comments:	
Goal 3:	Self Review: Select Rating: ▾ Manager Rating: Select Rating: ▾
Manager Comments:	

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Competency Rating

Collaboration & Teamwork

Proactively works cooperatively and inclusively with others and drives the team's overall success; assumes positive intent and engages with others in a professional, respectful, and productive manner. Encourages and supports others to accomplish shared goals. Provides honest and constructive feedback to others in a respectful manner. Shows respect for all team members and contributes to a culture of inclusivity and belonging.

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

Communication

Communicates clearly and respectfully with others verbally and in writing, utilizing effective interpersonal skills, taking care to use language that proactively encourages collaboration and is sensitive to diversity, equity, inclusion and belonging . Practices active listening skills, seeks to understand others' points of view first, and chooses appropriate communication methods.

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

Innovation & Change

Seeks innovative solutions and drives new ideas and solutions to continuously improve upon and meet the goals of the department and university. Demonstrates flexibility as priorities shift with the changing needs of the university. Embraces change and proactively practices a growth mindset.

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

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Ownership

Plans, organizes, and prioritizes to manage self and resources to bring about the successful completion of tasks and goals. Fully leverages technical resources and builds own technical abilities in the execution of work. Avoids duplication of work. Takes responsibility for accuracy and thoroughness and takes initiative to solve problems.

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

Service Focused

Prioritizes and anticipates internal and external client needs (“clients” defined as faculty and staff colleagues, students, and community members with whom one is supporting and/or collaborating). Engages and builds partnerships with all internal clients in a collaborative, productive, respectful and solution-oriented manner. Understands and embraces the concept that internal clients include our students, alumni, faculty, staff, and community members.

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

Strategic Direction

Displays integrity in actions by driving the agenda of the university versus their own agenda. Contributes to a positive and collaborative culture for all. Actively supports and contributes to the university’s Strategic Plan including efforts to improve and enhance diversity, equity, inclusion, and belonging while also supporting the university’s strategic financial initiatives.

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

Supervision of Others (if applicable)

Assumes responsibility for outcomes while recognizing others’ accomplishments. Expresses

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appreciation and gratitude while encouraging team members in their efforts. Mentors team members. Assumes positive intent. Encourages creativity and innovation. Manages budget effectively (if applicable). Develops highly effective team members that support and contribute to a collaborative environment. Provides feedback to team members on a regular basis and delivers annual performance review in a timely and thorough fashion. Role models competencies.

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

Overall Rating & Comments

Employee Comments:

Self Review:

Select Rating: ▾

Manager Comments:

Manager Rating:

Select Rating: ▾

Employee Goals for FY25

Goal 1:

Goal 2:

Goal 3:

Manager Signature:

Employee Signature