

**VALUED BEHAVIORS**

<b>Service Excellence</b>	<p>Serve internal and external customers accurately, competently, efficiently, and in a timely manner. Anticipate needs. Seek to deliver complete solutions that extend beyond the customer's stated request.</p>
<b>Interpersonal Skills</b>	<p>Build and maintain productive work relationships, collaborate with others to achieve common goals, listen and communicate in a way that respects and supports others. Express thoughts clearly and concisely.</p>
<b>Adaptability</b>	<p>Adjust own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments. Support change and seek to learn, innovate, and improve services, processes, practices, and knowledge.</p>
<b>Collaboration</b>	<p>Value the diverse backgrounds and perspectives of others. Seek and value the contribution of others and use their input to guide actions and decisions. Find common ground and solve problems for the good of all, across department, school/unit, and/or geographic boundaries. Gain trust and support of others. Be a cooperative team player.</p>
<b>Planning, Organizing and Execution</b>	<p>Clearly define tasks, process, and milestones to achieve objectives, and ensure the optimal use of resources to meet those objectives. Be accountable to deliver results and meet commitments to others.</p>
<b>Problem Solving &amp; Decision Making</b>	<p>Make sound decisions and solve problems involving varied levels of complexity, ambiguity, and risk. Understand the impact of decisions on stakeholders and include change management planning as needed.</p>
<b>Professional Conduct</b>	<p>Uphold University/unit policies, procedures, and Code of Conduct. Be respectful, honest, and truthful. Demonstrate appropriate discretion when dealing with confidential/sensitive information. Admit mistakes, take responsibility for own actions, and do not misrepresent self for personal gain. Project a positive and professional image.</p>
<b>Leadership (for Managers only)</b>	<p>Leading Self - Set a positive example, be honest and trustworthy, exhibit humility; Leading Others - Inspire commitment, encourage and support collaboration and teamwork, provide feedback and positive reinforcement to employees, provide development opportunities; Leading Results - Help others achieve success, provide direction; Leading Thinking - Provide vision, promote and ensure alignment with school/unit and NYU's goals and values</p>

## NYU Tisch Performance Communication Employee Self-Assessment Form

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

### ACCOMPLISHMENTS

List your accomplishments for AY 2023-2024. Include job responsibilities and behaviors. Where possible, describe results in terms of quantity, quality, cost, timeframe, etc. Describe your greatest accomplishment this year.  
*(Limit: 1,500 characters\*)*

### DEVELOPMENTS

What skill set(s) did you develop from AY 2022-2023 to AY 2023-2024? What goals did you accomplish that were set forth in your previous review? What developments are you most proud of this year?  
*(Limit: 1,500 characters\*)*

### PROFESSIONAL GOALS

List goals that you would like to accomplish in AY 2024-2025. What kind of resources do you need to achieve these goals? How would you measure or track your goals? What obstacles do you foresee getting in the way of achieving your goals? List no more than **three** goals. *(Limit: 1,500 characters\*)*

**HOW TO SAVE THIS FORM: SAVE AS "First Name Last Name - Self", EXAMPLE: "John Doe - Self"**