Agent Self-Assessment 2025 ⓘ

General Information

Delivery Types

User Review

Survey Purpose

Performance Review

Description

Not Specified

Copyright Notice

Not Specified

Program Areas

Not Specified

Indicators

Not Specified

Can Aggregate Responses

No

Print Version

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Survey Preview

Agent Self-Assessment

The Agent Self-Assessment provides an opportunity for you to summarize your performance over the review period. It is designed to ensure that your supervisor and board members are aware of what you achieved over the review period and to document the resources and support you need to be successful.

Please complete each section and upload the document into PEARS so board members will have access to this information as they complete the agent's performance review form. (For directions on how to upload the document in PEARS, please refer to the document, Completing Your Agent Performance Review in PEARS.

Performance Goals and Objectives

Last year, you worked with your supervisor to establish 3-5 performance goals for the next review period. Use the following section to share your accomplishments and to note any barriers that made it difficult to make progress.

> **Performance Goals Established Last Year**
>
> For each performance goal, please list the **goal/objective** set last year and provide any **accomplishments and barriers** in achieving that goal.

K-State's Values

Review K-State's Values and examples of how to model these values. In the space below, provide up to three examples of how you have modeled one or more of these values.

Connection: Cultivates trust and builds relationships

Courage: Does the right thing even when it is hard or unpopular

Impact: Continually seeks to make K-State a stronger university

Learner Focused: Contributes to an exceptional experience for K-State's students and others who learn from the University's programs and services.

People-Centered: Champions a culture of belonging for all

Stewardship: Uses K-State's resources wisely.

Provide three (3) examples of how you modeled K-State's values.

Demonstrating Standards of Excellence

Review the following Standards of Excellence and note how often you demonstrated each standard. In the space below, provide a couple of examples of how you demonstrated these standards.

	Consistently demonstrated	Inconsistently demonstrated	Not sure how to answer
Accountability: Honors commitments and assumes responsibility for delivering results that are aligned with K-State's high standards.	○	○	○
Adaptability: Adjusts to situations and conditions that require changes in responsibilities, ways of working, or interacting.	○	○	○
Commitment to Continuous Improvement: Is receptive to feedback and looks for ways to do things more effectively or efficiently.	○	○	○
Effective Communication: Listens for understanding, communicates in a positive and respectful manner, and shares information with those who need to know it.	○	○	○
Job Knowledge: Demonstrates the knowledge and skill necessary to perform effectively, understands the expectations of the job, and stays current with new technologies, methods, and processes in area of responsibility.	○	○	○
Judgment: Makes wise choices and thoughtful decisions by collecting information and considering the implications of potential options.	○	○	○

Service Orientation: Delivers high-quality programs and/or services by listening well, demonstrating empathy, being responsive, and engaging in creative problem solving.	○	○	○
Teamwork: Creates a positive and productive work culture and supports the success of all members of the workgroup.	○	○	○

Examples of How You Demonstrated K-State Standards

In the space below, provide a couple of examples of how you demonstrated these standards.

Summary Comments for This Review Period

Use the space below to provide any additional comments about your performance during the review period.

Be sure to review the document, Completing Your Agent Performance Review in PEARS for how to upload the document in your performance review **BEFORE** marking the self-assessment as complete. This will allow board members to have access to your information as they complete the agent's performance review form.

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