

Employee Self-Review

Name:

Job Title:

Department:

Manager's Name:

1. Results

This section looks at how you deliver on day to day work and projects.

Achievements

What accomplishments / contributions are you proud of in the last season? What steps have you taken to further develop yourself in the past season?

Opportunities

Where are the challenges you faced in the last season? What goals were missed? What barriers were in your way? What steps have you or are you taking to improve on these going forward?

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Looking Forward

What would you like to accomplish in the next season? Any concerns going forward?

2. Approach

This section focuses on how you go about delivering on work.

Stakeholder Communication and Service

At MTC, we strive to interact positively with all stakeholders. Our stakeholders include vendors, artists, co-workers, and patrons, to name a few. These positive and respectful interactions and the timeliness of our responses to stakeholders are extremely important. Comment on how you interact with stakeholders.

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Integrity

To foster a respectful and trusting environment, it is important that we deal ethically and professionally with all stakeholders and do the right thing even when no one else is looking. Comment on how you demonstrate integrity.

Passion and Artistic Quality

Celebrating dramatic art and enhancing the quality of artists and audiences is at the heart of what we do. Our passionate employees champion MTC both internally and externally, act with urgency and care and promote creativity in the workplace. Comment on your commitment to quality.

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Continuous Improvement

We live in a time of change. In order to continue to meet the needs of our changing audience and industry we need to be adaptive, challenge the status quo and continuously look to improve. Comment on your adaptability and focus on continuous improvement.

3. Leadership (if applicable)

This section is for employees who oversee direct reports ONLY.

Leadership is a critical part of any manager's role. It is expected that leaders establish and communicate expectations, set a clear direction for their team and promote MTC's goals and objectives. We place high importance for our leaders to develop the team and individuals on the team, deal with team concerns on a timely basis, and lead from a positive, respectful and collaborative approach. Comment on your leadership approach.

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4. Overall / Final Comments

Employee Signature: _____

Date: _____

Once complete, keep a copy of this review for your records and provide a copy to your Manager.