

Employee's Self Evaluation of Performance

Name: _____ Anniversary Date: _____

Part I - Job Description

Please attach your current job description to the self-evaluation form. If the description is not accurate, attach revisions for discussion with supervisor during the evaluation meeting (agreed upon revisions must be initialed by both you and supervisor and forwarded to Human Resources).

Part II - Performance Factors and Ratings

Comment areas should describe specific examples of strengths and weaknesses.

Definition of Performance Ratings:

- | | |
|---------------------------------|-----------------------------------------------|
| 1 - Not acceptable | 4 - Exceeds position requirements |
| 2 - Needs improvement | 5 - Substantially above position requirements |
| 3 - Meets position requirements | |

Job Skills and Knowledge -- demonstrates an understanding of the purpose and elements of the job; familiar with methods, procedures and techniques needed to perform essential functions of job; demonstrates an understanding of why procedures are followed; shows initiative in learning new and related job skills; integrates new subject matter into existing functions.

Comments:

Planning and Organizing -- prepares realistic short and long range plans; formulates feasible timetables and establishes priorities; anticipates possible problems and develops contingency plans; establishes appropriate procedures to monitor work progress; identifies deviations from planned progress; adjusts for deviations to ensure timely accomplishment of goals.

Comments:

Problem Solving/Decision Making -- demonstrates ability to identify and define problem areas; identifies, evaluates and offers practical solutions or alternatives with an understanding of the consequences; makes decisions after gathering and evaluating all appropriate, available information; consistently arrives at sound logical decisions on matters related to job; makes decisions in a timely manner.

Comments:

Initiative -- can be counted on to accept assignments and follow through; puts forth the effort and time to do the job completely and well; demonstrates ability to take effective and appropriate action without being told; assumes additional assignments without being told; volunteers to help out during emergencies.

Comments:

Reliability -- maintains good attendance; consistently reports to work on time; observes allotted break and lunch times; uses good judgment in maintaining safety in the workplace.

Comments:

Quality of Work -- completes assignments in a thorough and accurate manner; consistently observes quality procedures and standards; consistently performs quality work; has a consistently low level of errors.

Comments:

Quantity of Work -- makes effective use of available work time; regularly completes the expected volume of work in the time allotted or delegates appropriately to meet deadlines.

Comments:

Relationship Management -- works effectively with others; demonstrates leadership skills where appropriate; takes responsibility for work/errors/progress.

Comments:

Communications -- ability to express thoughts or ideas in a clear, concise, and accurate manner; keeps coworkers, subordinates, and supervisors informed on work-related matters; listens.

Comments:

Part III - Goals/Action Plan

1. Have you met the goals set in your last review, or made progress toward those goals?
2. What specific action, if any, do you plan to take in order to improve your performance?
3. How would you like your supervisor to assist in your professional development?
4. Goals for the next review period:

Supervisor's Signature **Date**

Employee's Signature **Date**

Your signature does not necessarily indicate agreement, but only that the information has been discussed with you.