

HOOD COLLEGE
Performance Appraisal: Meaningful Conversation
Employee's Self-Evaluation Worksheet

Name: _____ **Title:** _____ **Department:** _____

Division: _____ **Supervisor:** _____ **Date of hire:** _____

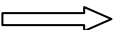
Time in current position (years/months): _____ **Performance period (dates) being discussed:** _____

The Performance Appraisal: Meaningful Conversation process consists of three-steps:

1. completion of a self-evaluation worksheet by the employee as an opportunity for self evaluation and goal establishment;
2. completion of the Performance Appraisal: Meaningful Conversation form by the employee's direct supervisor; and
3. a one-on-one meaningful conversation between the employee and supervisor as a means to discuss the employee's job performance during the period being evaluated.

This form can be accessed online at <http://www.hood.edu/adminservices/humres.cfm> Please include additional comments on a separate sheet as necessary.

1. Progress toward pre-established goals/objectives:
2. Other activities and accomplishments during reporting period:
3. Describe your strengths:
4. How have you adapted your job in light of your department's and the College's changing needs?
5. Describe or list area(s) in which you can or would like to improve:
6. Describe or list areas in which you feel you may benefit from support, guidance, and direction in order for you to better perform your job duties.
7. What are your primary goals/objectives for the next review period and what will be the measurable outcomes that demonstrate you will achieve those goals?
9. Suggested resources and facilities improvements or needs to accomplish your goals:
10. Please list changes that you think should be made to your job description.



OUTSTANDING – Performance always exceeds the standards and expectations for the position requirements, performance standards, and long- and short-term objectives..	EXCEEDS REQUIREMENTS – Performance consistently exceeds the standards and expectations for the position requirements, performance standards, and long- and short-term objectives.	SATISFACTORY – Performance generally meets the standards and expectations for the position requirements, performance standards, and long- and short-term objectives.	UNSATISFACTORY – Performance consistently does not meet the standards and expectations for the position requirements, performance standards and long- and short-term objectives.
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Using the above descriptions, how would you evaluate yourself?

Outstanding	Exceeds Requirements	Satisfactory	Unsatisfactory
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COMPETENCIES

1. Demonstrates skill level required for the position-----
2. Demonstrates ability to use technology/resources/equipment necessary to perform job-----
3. Performs expected position responsibilities -----
4. Completes tasks in a timely manner-----
5. Exhibits accuracy, thoroughness, and neatness in completing assigned work-----
6. Utilizes problem solving skills to recognize and respond to challenges-----

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PROFESSIONAL CHARACTERISTICS

1. Applies ethical standards in dealing with confidential materials-----
2. Performs with a minimum of supervision-----
3. Reports promptly for work, utilizes time wisely and maintains an acceptable attendance pattern-----
4. Demonstrates knowledge of the organization in dealing with others-----
5. Utilizes effective oral and written communication skills-----
6. Shows initiative and resourcefulness-----
7. Maintains rapport with co-workers and community-----
8. Demonstrates positive behaviors and spirit of cooperation and collegiality -----
9. Is willing and able to adapt to new department/college wide procedures/policies/initiatives-----

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Additional comments: