



## Snow College Employee Self Evaluation

Employee Name:		Employee Title:	
Department:		Date:	
Supervisor's Name:			

**Rating Scale**

**Exceeds or Meets Requirements:**

Performance continuously exceeds or meets all standards of job requirements.

**Needs Improvement:**

Performance does not meet standards of job requirements. Corrective action is required

### Part A – Evaluation Categories

*Please check in the box of the most appropriate category*

#### I. Basic Job Requirements

	Needs Improvement	Meets/Exceeds Requirements
<p><b>Knowledge &amp; Skills:</b> Do I have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?</p>	<input type="radio"/>	<input type="radio"/>
Comments: _____		
_____		
_____		
<p><b>Quality of Work:</b> Is my quality of work acceptable and does it meet established standards? Am I accurate?</p>	<input type="radio"/>	<input type="radio"/>
Comments: _____		
_____		
_____		
<p><b>Productivity and Efficiency:</b> Do I complete assignments on schedule, use resources wisely and manage time effectively?</p>	<input type="radio"/>	<input type="radio"/>
Comments: _____		
_____		
_____		
<p><b>Reliability, Dependability:</b> Do I follow through on assigned tasks to completion as expected? Am I reliable? Am I at work for the scheduled amount of time each day?</p>	<input type="radio"/>	<input type="radio"/>
Comments: _____		
_____		
_____		
<p><b>Initiative:</b> Do I demonstrate initiative by taking appropriate action with a minimum of direction as situations arise. Do I seek opportunities to learn new skills, and make suggestions for improving work processes?</p>	<input type="radio"/>	<input type="radio"/>
Comments: _____		
_____		
_____		

## Evaluation Categories (Cont'd)

### II. Job Specific Attributes

<p><b>Planning and Organizing:</b> Do I set individual objectives and goals, and establish appropriate priorities?</p>
<p><b>Problem Solving:</b> Do I identify and evaluate alternative solutions and make appropriate decisions?</p>
<p><b>Creativity:</b> Do I generate and propose new concepts, approaches, and methods to improve task outcomes?</p>
<p><b>Flexibility:</b> Do I demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?</p>

	Needs Improvement	Meets/Exceeds Requirements
Comments:	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="radio"/>	<input type="radio"/>

### III. Interpersonal Skills

<p><b>Communication:</b> Do I provide accurate and clear written and verbal information: present information effectively; listen effectively; comprehend and follow directions; and ask appropriate and timely questions?</p>
<p><b>Cooperation:</b> Do I give assistance to others to enable colleagues or the team to meet stated goals and objectives?</p>
<p><b>Teamwork:</b> Do I work effectively with a diverse group of individuals to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group.</p>
<p><b>Conflict Resolution:</b> Do I take initiative to address situations involving conflict? Do I appropriately resolve differences with little disruption to the work environment?</p>

	Needs Improvement	Meets/Exceeds Requirements
Comments:	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="radio"/>	<input type="radio"/>
Comments:	<input type="radio"/>	<input type="radio"/>



**IV. Other Comments Concerning My Performance**

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**Part B – Specific Areas of Strength and Improvement Needs**

**Based on the Employee Performance Review, what do I do well?**

1. 

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2. 

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3. 

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4. 

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5. 

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6. 

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7. 

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**Based on the Employee Performance Review, list specific areas for improvement, if any:**

1. 

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2. 

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3. 

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4. 

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5. 

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**Comments:** 

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**Part C – Ideas, Goals and Objectives**

**Section I.**

Ideas that will make my job better, easier, or more efficient.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Section II.**

What are my goals and objectives for the next year?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Section III.**

List of Professional Development Activities for the next year.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_