

Snow College Employee Self Evaluation

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

Rating Scale Exce

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
Knowledge & Skills: Do I have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?	Comments:	0
<u>Quality of Work:</u> Is my quality of work acceptable and does it meet established standards? Am I accurate?	Comments:	0
<u>Productivity and Efficiency:</u> Do I complete assignments on schedule, use resources wisely and manage time effectively?	Comments:	0
<u>Reliability, Dependability:</u> 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?	Comments:	0
Initiative: 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?	Comments:	0



Evaluation Categories (Cont'd)

Needs Improvement	Meets/Exceeds Requirements
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Comments:	-
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Comments:	0
\bigcirc	\bigcirc
Comments:	0
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U	0
Comments:	
Needs Improvement	Meets/Exceeds Requirements
	Comments:

<u>Communication</u> : Do I provide accurate and clear written and verbal information: present information	Comments:	0
effectively; listen effectively; comprehend and follow directions; and ask appropriate and timely questions?		
<u>Cooperation</u> : Do I give assistance to others to enable colleagues or the team	Comments:	0
to meet stated goals and objectives?		
<u>Teamwork:</u> Do I work effectively with a diverse group of individuals to accomplish common goals and objectives and use formal and informal	Comments:	0
methods to improve the productivity of the group.		
Conflict Resolution: Do I take initiative to address situations involving conflict? Do I appropriately resolve	0	0
differences with little disruption to the work environment?	Comments:	



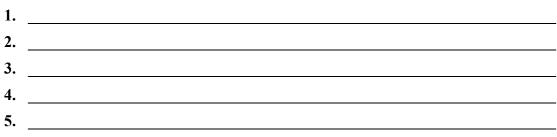
IV. Other Comments Concerning My Performance

Part B – Specific Areas of Strength and Improvement Needs

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



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



Comments:_____



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.	