

# EMPLOYEE SELF-EVALUATION

**Purpose:** The annual review meeting provides managers and employees the opportunity to have a discussion about past contributions and to set goals for the coming year. The self evaluation is a tool to help prepare you for the discussion between you and your supervisor. It will highlight your strengths, identify weaknesses or areas for improvement, and identify training needs.

**Instructions:** Please take the time to complete this employee self-evaluation and return to your supervisor no later than **Friday, February 29, 2012**. Use the spaces provided to elaborate on the key areas below. If there are areas where you see a need for improvement, please describe how this might be accomplished or what you feel is necessary to meet or exceed performance expectations.

## CATEGORIES AND DEFINITIONS:

<b>Job Knowledge</b>	Includes experience, training, education, task knowledge, task management and understanding of complex assignments.
<b>Quality of Work</b>	Includes accuracy, neatness and thoroughness
<b>Communication</b>	Provides positive communication, timeliness, effectiveness fulfilling needs/requests, in a courteous & professional manner.
<b>Dependability</b>	Includes reliability, responsibility for completing assigned duties on time, and punctuality.
<b>Team Involvement</b>	Effectiveness working within team environment, positive attitude, initiative and contribution
<b>Productivity</b>	Includes acceptable work produced and performance under normal or adverse working conditions.
<b>Initiative</b>	Recognizes workload demands and makes adjustments as needed.

**Accomplishments:** Please list and comment on your successes and accomplishments, during the current (2011 – 2012) program year, using the categories above. Include those that you believe are most significant and why. Remember to be specific.

**Challenges:** Please list and comment on those areas where you believe you need the most improvement. What major challenges or obstacles did you face during the past performance period?

Employee Name:

Title:

Center:

Date:

**PLEASE RETURN THIS FORM TO YOUR SUPERVISOR BY FEBRUARY 29, 2012**