

**Employee Self-Assessment**

Fiscal Year

Employee Name:

Current Position:

Time in Current Position:

Department:

This form is to be completed by the employee prior to the final Performance Recognition System meeting with the Supervisor, and will become part of the Performance Evaluation. Please list examples of behaviors and/or accomplishments which are reflective of the core competencies. Attach additional sheets as needed.

**Self-Assessment of Core Competencies (Please indicate if you consider your performance in each area as):**

- EXCELLENT:** Consistently demonstrates exceptional competencies beyond what is necessary to perform essential functions, and often assumes additional responsibility beyond what is expected.
- VERY GOOD:** Possesses and demonstrates competencies beyond what is necessary to perform essential functions, and at times exceeds job requirements.
- SATISFACTORY:** Consistently meets expectations of what is required.
- NEEDS IMPROVEMENT:** Does not consistently demonstrate competencies necessary to perform essential functions and improvement is needed.
- UNSATISFACTORY:** Does not demonstrate competencies necessary to perform essential functions.

1. Knowledge, skills and abilities:
2. Communication:
3. Problem Solving/Decision Making:
4. Initiative, responsiveness and creativity:
5. Flexibility/Adaptability to Change:
6. Quality Service:
7. Commitment to the College and its goals:

- 8. Building Relationships/Interpersonal Skills:
- 9. Development of Self and Others:
- 10. Leadership:
- 11. Budget Consciousness (If applicable):
- 12. Commitment to Health and Safety :  Satisfactory  Unsatisfactory
- 13. Punctuality and Attendance:  Satisfactory  Unsatisfactory

**Accomplishments / Initiatives:** If applicable, give examples of your accomplishments and/or initiatives that you have achieved in your current position at HFC (you may include additional pages if required):

- 1.
- 2.
- 3.

**Goals:** Give examples of your goals and opportunities you would like to pursue for growth & development (professional development) at the college (you may include additional pages if required):

- 1.
- 2.
- 3.

Employee Signature / Date: