

Eden Homes Group - Employee Self Evaluation

Employee Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

*The following information is requested to help prepare for your performance appraisal. Use the space to comment about your job and your performance. Please return this form to your supervisor prior to your evaluation. Please respond based on your job experiences during the last year. The goal of this form is to provide information from which you and Eden Homes can create goals and action plans to enhance your job satisfaction.*

List what you consider to be your greatest strengths or accomplishments with Eden Homes this year:

What could your supervisor and co-workers do to help you in your job:

How could you perform your tasks more efficiently; what improvements could be made within the operation of the house to make it even better:

**Quality of Service**

- You listen carefully to the residents and respond appropriate to their requests and problems
- You provide warm, friendly service to the residents and their families
- You demonstrate a commitment to maximizing the quality of life of our residents
- You look for and make improvements in the quality of service that you can provide
- You perform your tasks with accuracy, thoroughness and effectiveness

How I exhibit positive performance in this area:

How I can improve in this area:

How I rate myself:	
_____ Well Above	Performance is almost always above expectations
_____ Above	Performance is sometimes above expectations
_____ Meets	Performance meets expectations
_____ Below	Performance is sometimes below expectations
_____ Well Below	Performance is repeatedly below expectations

Training and Development Needed in This Area

Knowledge/Skill	Level of Proficiency Required	Complete By

**Respect and Community**

- You work cooperatively and well with co-workers seeing yourself as part of a team which must work together to get the job done
- You show respect for clients, families, co-workers and visiting professionals in all forms of communication
- You support the company’s goals and priorities
- You handle conflicts between you and others in a thoughtful, professional manner
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How I exhibit positive performance in this area:

How I can improve in this area:

How I rate myself:	
_____ Well Above	Performance is almost always above expectations
_____ Above	Performance is sometimes above expectations
_____ Meets	Performance meets expectations
_____ Below	Performance is sometimes below expectations
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Training and Development Needed in This Area

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**Learning and Development**

- You accept feedback from your supervisors and others, using this information to improve your performance
- You seek new challenges and increased responsibility
- You take initiative
- You are willing to try new approaches to your tasks
- You seek and participate in learning and development activities

How I exhibit positive performance in this area:

How I can improve in this area:

How I rate myself:

- \_\_\_\_\_ Well Above
- \_\_\_\_\_ Above
- \_\_\_\_\_ Meets
- \_\_\_\_\_ Below
- \_\_\_\_\_ Well Below

- Performance is almost always above expectations
- Performance is sometimes above expectations
- Performance meets expectations
- Performance is sometimes below expectations
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Training and Development Needed in This Area

Knowledge/Skill

Level of Proficiency Required

Complete By

**Focus on Results**

- You organize your work in order to achieve your goals
- You identify and solve problems
- You accomplish and fair and agreed-upon workload
- You accept responsibility for your own actions
- You reach work on time and attend as scheduled

How I exhibit positive performance in this area:

How I can improve in this area:

How I rate myself:

- \_\_\_\_\_ Well Above
- \_\_\_\_\_ Above
- \_\_\_\_\_ Meets
- \_\_\_\_\_ Below
- \_\_\_\_\_ Well Below

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Complete By