

Employee Self-Evaluation Form

Employee Name:	Job Title:	Department:
Performance Review Period:	From: JANUARY 1, 2013	To: DECEMBER 31, 2013

PERFORMANCE STANDARDS

Complete each performance area described below and assign yourself the performance rating that you feel best describes your performance in that area. Rating descriptions are provided below.

Providing supporting rationale and or examples for each area of review is optional, except in the cases of 'Exceptional', 'Improvement Required', or 'Unsatisfactory'.

Each area should be assigned one of the following ratings:

Rating
Exceptional
Highly Effective
Effective
Improvement Required
Unsatisfactory

Exceptional – Contributions and excellent work are widely recognized. Performance consistently exceeds all defined expectations, producing important and impactful results, through superior planning, execution or creativity.

Highly Effective - Most performance objectives exceed expectations. Projects and objectives are completed in a manner that expands the day-to-day scope of position and increases the impact on the Research Foundation business. The employee is viewed as having made notable contributions to the department.

Effective – Performance is competent and effective along established expectations. Initiative, resourcefulness and good judgment are generally/consistently exercised. Employee makes a solid, reliable and meaningful contribution to the department.

Improvement Required – Performance falls below expectations of position and below the job requirements and responsibilities. A Performance Improvement Plan (PIP) may be required.

Unsatisfactory - Performance falls below expectations on several critical job requirements and responsibilities. A Performance Improvement Plan (PIP) is required. Without significant improvement within a documented timeline, reassignment or separation of employment will occur.

SUMMARY OF JOB RESPONSIBILITIES AND OBJECTIVES

(List what you do on a daily basis.)

AREAS OF EVALUATION

(If applicable, please try to list two examples.)

Quality/Timeliness of Work

How would you rate your accuracy, thoroughness, quality of end results, commitment to quality improvement and problem prevention and solving? Do you manage your workload effectively and efficiently? Please explain.

Provide examples of ways in which

- you completed your work or tasks in a timely manner, accurately and thoroughly.
- you produced the best possible results, and you integrated alternatives and options as needed.
- you followed through on projects, assignments, and commitments and met deliverables and timelines.
- you worked within and across functional teams in a professionally collaborative and productive manner to complete work processes, projects, and programs, obtaining solid results.

Rating: Exceptional Highly Effective Effective Improvement Required Unsatisfactory

Comments:

Confidentiality

Do you exercise good judgment and exercise discretion with respect to information, confidential or otherwise, to which you have access to in the course of your daily operations? Please explain.

Provide examples of ways in which you appropriately exercised sound judgment and discretion with respect to information—given or received, and irrespective of level of confidentiality, in the course of your daily operations.

Rating: Exceptional Highly Effective Effective Improvement Required Unsatisfactory

Comments:

Job Knowledge

Level of expertise or understanding in current position. Are you using your knowledge effectively and appropriately? How would you rate your knowledge? (Entry level / Career level / Expert Level) Please explain.

Provide examples of ways in which

- you developed solid functional knowledge and proficiency within your assigned department or work unit.
- you demonstrated and applied your knowledge and expertise in undertaking assignments and duties, while applying appropriate functional processes and procedures, and while using specialized skills and equipment (where appropriate).

Rating: **Exceptional** **Highly Effective** **Effective** **Improvement Required** **Unsatisfactory**

Comments:

Initiative

Do you identify areas for improvement and make efforts/recommendations for changes and or improvements? Please explain.

Provide examples of ways in which

- you took charge of assigned work, and followed through to completion.
- you demonstrated a willingness to initiate additional actions independently, without requiring specific direction or guidance.
- you proactively or consistently looked for new or different opportunities to add value and minimize or reduce costs in a productive manner.
- you proactively sought and managed your individual training opportunities to achieve professional developmental goals.

Rating: **Exceptional** **Highly Effective** **Effective** **Improvement Required** **Unsatisfactory**

Comments:

Working Relationships

How effective are you in dealing with internal/external customers? Do you regularly exhibit "customer service" skills? (example: Quick response time to messages or initiate follow up on unresolved issues.) Please explain.

Provide examples of ways in which

- you established and maintained effective and collaborative professional relationships at all levels and across functional teams.
- you established and maintained effective and productive interactions and working relationships with members of management, your peers, as well as internal and external customers.
- you maintained a positive attitude, and worked cooperatively and collaboratively in all situations, within and across teams and functions, exhibiting a high level of integrity, honesty, and confidence in all professional interactions.

Rating: **Exceptional** **Highly Effective** **Effective** **Improvement Required** **Unsatisfactory**

Comments:

Flexibility/Availability

How well do you feel that you accept change and new responsibilities? Are your personal leaves made in consideration of work priorities and deadlines? Outside of defined Leaves of Absences, (LOA's), have you maintained good attendance? Please explain.

Provide examples of ways in which

- you demonstrated an overall positive and flexible demeanor, and you accepted deviations from "normal" duties and responsibilities in a collegial, team-oriented manner.
- you took work priorities and work deadlines into account in your requests for time off.
- outside of defined leaves of absence, you maintained an overall acceptable attendance record.

Rating: Exceptional Highly Effective Effective Improvement Required Unsatisfactory

Comments:

Communication Skills (Written and Verbal)

Do you express yourself clearly, logically, tactfully and professionally? How well do you keep your manager and others informed? How well do you accept/provide feedback? How well do you communicate policies & departmental procedures to internal departments or external customers? How do effectively you communicate with fellow employees?

Provide examples of ways in which

- you presented thoughts and ideas clearly, logically, tactfully, and professionally, verbally and in writing, across all levels of the organization.
- If applicable, your presentation skills were also clearly and effectively applied across all levels.
- you demonstrated good listening skills by exhibiting an ability to understand the information that is being relayed, and by responding in a prompt and appropriate manner.
- you effectively kept your manager and others updated regarding work assignments and information.

Rating: Exceptional Highly Effective Effective Improvement Required Unsatisfactory

Comments:

Safety

Staff Employees Only:

Provide examples in which you

- adhered to all appropriate safety guidelines.
- operated and used equipment safely and appropriately.
- you kept your work area (s) neat and clear of actual or potential hazards and observed good housekeeping habits and guidelines.

Management Staff Only:

Provide examples in which you

- properly and appropriately managed adherence to all safety work rules and guidelines within your work unit, and ensured that all employees are properly and appropriately trained in a manner that promoted and furthered the Research Foundation's safety culture.
- ensured that work-related incidents or accidents were minimized by making use of preventive training and process techniques, and by employing professional role modeling. If and when accidents or incidents occur, did you ensure prompt response and reporting of same.

Rating: Exceptional Highly Effective Effective Improvement Required Unsatisfactory

Comments:

Leadership Effectiveness (If applicable)

As a people manager, do you set and ensure high performance standards are communicated and met, by your subordinates by way of skilled communications, 1:1 employee meetings and/or established department/unit meetings? Please explain.

To what extent do you recognize your subordinates' contribution, by providing developmental feedback and completing employee reviews in accordance with company program guidelines? Please explain.

To what extent do you foster development, create and communicate shared visions, design meaningful, challenging assignments, recognize merit and deliver, with work unit results? Please explain.

Have you set high performance standards for your staff by way of skilled communications, one on one employee meetings, and/or established department/unit meetings.

Have you recognized individual staff member's contributions by providing regular developmental feedback and by completing employee appraisals in accordance with company program guidelines?

Did you foster development of your staff, did you create and clearly communicate shared visions, designed meaningful, challenging assignments, recognized merit, and through your work unit, delivered quality results, on time, and in a safety-conscious manner. Were you able to productively influence by effectively communicating, modeling, and demonstrating collaboration.

Rating: **Exceptional** **Highly Effective** **Effective** **Improvement Required** **Unsatisfactory**

Comments:

OVERALL PERFORMANCE REVIEW SUMMARY & DEVELOPMENTAL GOALS

(Please list narrative or bulleted comments.)

Please list your strengths.

Please list areas you feel need development or areas that you want to be developed in.

Please list the goals (at least 3) that you would like to be working on and accomplish over the next review cycle.

Given your answers in the above categories, how would you rate your overall performance during this review cycle?

OVERALL PERFORMANCE RATING: →

Optional: Please provide a summary below of your overall rating.

Signature

Date