**SECTION 2: STRENGTHS AND DEVELOPMENT NEEDS**

Reflect on the past school year and share what you think are your strengths.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where do you think you need improvement?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where do you think additional training or support would be valuable to support your job? Please be specific.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****

|  |
| --- |
| **Employee Self-Evaluation for Review** |
| **Employee** |

**EMPLOYEE INFORMATION**

Employee name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review date ­­\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE OF REVIEW**

3 Months

6 Months

Annual

Other \_\_\_\_\_\_\_\_\_\_

**PROCEDURE**

**SECTION 1: PERFORMANCE APPRAISAL** – the employee describes eight professional criteria associated with job success or failure. Self-assess and write the corresponding numerical value in the last column how you feel your job performance for the year was for each criterion.

**SECTION 2: STRENGTHS AND DEVELOPMENT NEEDS** – provides space for discussing how you feel regarding your job performance.

**SECTION 1: PERFORMANCE APPRAISAL**

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL CRITERIA** | **Below Job Requirements** | **Achieved Job Requirements** |
| Performance was below job requirements in one or more important areas and immediate improvement will be required. | Performance met job requirements in all important areas with extra effort evident in one or more of the following: quality, quantity, timeliness, or other important dimensions of performance. |
| 0 | 1 |
| **KNOWLEDGE**  Consider knowledge of skills, procedures, methods, equipment, and materials required to do the job. | Inadequate job knowledge. Understanding of skills, procedures, and methods required for job is insufficient. | Understands and effectively completes normal job routine. Needs little additional instruction. |
| **PRODUCTIVITY**  Consider the amount of work you produce during an extended period of time. | Works at extremely slow pace. Rarely meets deadlines. Needs constant follow-up. | Works at a steady pace. Output definitely meets requirements. Occasionally completes work ahead of deadlines. |
| **QUALITY**  Consider the accuracy and thoroughness of your work. Assess work results in terms of rejections, errors, and overall neatness. | Excessive errors and mistakes. Requires constant checking and rework. | Meets standards for accuracy and neatness. Makes some mistakes, but of a tolerable level. Needs normal supervision. |
| **INITIATIVE**  Consider the degree to which you are a self-starter, can work with minimal supervision, and seek new and better methods to do the job. | Shows little initiative. Never volunteers. Must be told to do everything. | Voluntarily solves non-routine job problems when necessary. Effective worker. |
| **COOPERATION**  Consider your effectiveness in accomplishing duties by working with others (for example, peers, supervisors, and customers). | Frequently is hostile and uncooperative when working with others to complete an assigned task. Attitude is unacceptable. | Generally cooperative. Willing to accept suggestions and direction. Acceptable relations with others. |
| **DEPENDABILITY**  Consider the extent to which you can be relied upon to be available for work and to complete work properly. | Frequently undependable. Often fails to deliver a complete job. Leaves routine tasks incomplete. | Dependable. Can be relied on to complete all aspects of job. Needs normal supervision. |
| **ORDERLINESS**  Consider your ability to organize work and the work area. | Frequently disorganized with work area in disarray. Results in high degree of lost time and inefficiency. | Work is sufficiently organized to efficiently perform job. |
| **ATTENDANCE**  Consider your record of being at work regularly and on time. | Unacceptable attendance record. Continual lateness or absence from work. | Occasionally is absent or tardy. Reports absence or tardiness in advance. |
| **COMMUNICATION**  Consider your ability to effectively present ideas and information orally and/or in written form. | Unacceptable communication skills. Does not communicate message in a timely manner. | Generally communicates effectively with coworkers, management, and clients. |
| **JUDGMENT**  Consider the extent to which you make good decisions. | Frequently exercises poor judgment. | Usually exercises good judgment. |

|  |  |  |
| --- | --- | --- |
| **Exceeded Job Requirements** | | **Insert Numeric Value** |
| Performance exceeded the requirements of the job in several important areas. | Performance exceeded the requirements of the job in all major areas. Significant work above and beyond the responsibilities was achieved. |
| **2** | **3** | **0-3** |
| Well informed. Completely understands all aspects of this job and related jobs. | An authority on own responsibilities. Knows why job functions are performed and how they relate with other jobs. |  |
| Works fast. Produces more than most. Often work is completed ahead of deadlines. | Exceptional producer. Consistently completes work ahead of deadlines. |  |
| Consistent high degree of accuracy and neatness. Work can be relied upon. Seldom needs supervision. | Consistent highest level of quality. Final output is virtually perfect. |  |
| Seeks new tasks and responsibilities. Resourceful in familiar situations. Self-starter. | Goes out of way to accept responsibility. Highly resourceful and constructive in new situations. Creative and independent worker. |  |
| Very cooperative. Usually shows consideration of others’ viewpoints. Often offers assistance. Can be counted on to help. | Always works effectively with others. Shows a keen insight into people. Constantly offers and always is available to help others. |  |
| Very dependable and persistent despite possible difficulties. Completes normal work and occasional special projects with little supervision. | Highly motivated and trustworthy, Can be counted on to go beyond limits of duties with little or no supervision when needed. |  |
| Highly organized and efficient worker. | Exceptionally precise in organization of work. Has immediate access to anything needed. Extremely efficient. |  |
| Seldom absent or tardy. Always reports absence or tardiness in advance. | Excellent attendance record. Always at work and on time. |  |
| Effectively verbalizes thoughts to coworkers, management, and clients. | Excellent communicator. Effectively expresses thoughts in a verbal and written format. |  |
| Regularly exercises good judgment. Able to think quickly and logically under normal situations. | Excellent judgment. Can be counted on to think quickly and logically under pressure. |  |