



## DSP SELF-PERFORMANCE APPRAISAL

### INSTRUCTIONS:

1. Rating of performance:
  - a. Place an "X" in the box that you believe best indicates your performance in relation to the responsibilities listed in the job description for your assigned position with the company.
  - b. The rating scale includes "Does Not Meet Expectations", "Meets Expectations" or "Exceeds Expectations".
  - c. A rating of "Does Not Meet Expectations" will require an explanation in the Comment section. Your comments should indicate how you plan to improve your performance in order to meet the job expectation. Comments should also identify what your supervisor could do to assist you in this area and any additional training that would be helpful. Use a separate sheet if necessary.
  - d. A rating of "Exceeds Expectations" will also require an explanation in the Comment section. The comment must identify the major accomplishment or outstanding performance in this area. Use a separate sheet if necessary.
  - e. Sign and date the self-evaluation form when completed.
2. Return the completed self-evaluation form to your supervisor before the date scheduled for your evaluation meeting.
  - a. **Reminder: Please bring a copy of "Proof of Auto Insurance" at the time of your annual evaluation meeting with your supervisor. Also, be sure to provide your supervisor with any changes or updates to your personal information for the Employee Data Sheet.**

### Definition of Ratings:

"Does Not Meet Expectations" – Meets some, but not all, performance requirements; needs to improve in some areas to meet standards.

"Meets Expectation" – Employee is adequate in key competency areas and completes tasks accurately; needs minimal supervision; work and projects are completed on schedule.

"Exceeds Expectations" – Exceeds the position requirements on some important parts of the job; high quality with little or no errors; provides added benefit to the work group.

Employee Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Program: \_\_\_\_\_

Description of Criteria			
Quality of Work	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Demonstrates competence in required job skills and knowledge			
Attendance, punctuality and time management			
Exhibits good interpersonal skills, e.g. communication, commitment, teamwork, etc.			

Comments:

Productivity	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Work is accomplished quickly and accurately			
Manages time effectively & exhibits good organizational skills			
Accomplished previously established goals and objectives			

Comments:

Technical Knowledge	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Learns and applies new skills within the expected period of time			
Completes required training; seeks additional training when needed or recommended			
Demonstrates proactive commitment to safety			

Comments:

<b>Communication and Teamwork</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Open to constructive critiques on how to improve			
Communicates effectively in writing and orally			
Team player; establishes & maintains good working relationships			

Comments:

<b>Leadership &amp; Project Management Skills</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Assists customers and/or staff in meeting their professional development goals			
Assumes responsibility for own actions and outcomes			
Responds to concerns from employees or co-workers			

Comments:

Accomplishments/Strengths:

Areas for Growth/Plans for Improvement:

Self-evaluation completed by:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_