



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. If a specific criteria does not apply to your position responsibilities, you should indicate by checking the appropriate N/A box.
 - f. 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	N/A	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Demonstrates competence in required jobs skills and knowledge				
Attendance, punctuality and time management				
Accuracy, clarity, consistency, and thoroughness of work product				
Gives feedback for continuous improvement of work product				
Understanding and mastery of process, methods, systems, and procedures				
Measures business decisions with customer satisfaction & company values in mind				
Exhibits good interpersonal skills, e.g. communication, commitment, teamwork, etc.				

Comments:

Productivity	N/A	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Work is accomplished quickly and accurately				
Manages time effectively & exhibits good organizational skills				
Implements appropriate cost-saving measures				
Exceeds customer's expectations				
Accomplished previously established goals and objectives				

Comments:

Technical Knowledge	N/A	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Learns and applies new skills with the expected period of time				
Displays good understanding of how their job relates to other jobs				
Completes required training; seeks additional training when needed or recommended				
Demonstrates proactive commitment to safety				
Develops project alternatives and presents recommendations to supervisor				
Demonstrates knowledge of federal, state and local regulations as they apply to their duties				

Comments:

Communication and Teamwork	N/A	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Open to constructive critiques on how to improve				
Communicates effectively and in writing and orally				
Team player; establishes & maintains good working relationships				
Pays attention to the needs of the customer				
Anticipates needs and gets involved				
Able to effectively express ideas in group or individual situations				

Comments:

Leadership & Project Management Skills	N/A	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Develops short-term goals and alternatives for accomplishing tasks				
Assists customers and/or staff in meeting their professional development goals				
Participates in long-range plan development				
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: _____