

SELF EVALUATION – CLASSIFIED STAFF

Employee Name: _____ Date: _____
 Job Title: _____ Department/Division: _____
 Reviewing Supervisor: _____ Job Title: _____

Complete this form and submit it to your supervisor prior to your performance evaluation. This evaluation is intended to assist you and your supervisor with communication regarding your job performance.

PART I: PERFORMANCE FACTORS

Using the categories and ratings listed below, rate your job performance on the following factors.

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

5	Outstanding / Exceptional	Exceeded all performance expectations for this factor.
4	Highly Effective / Exceeds Performance Standards	Regularly worked beyond majority of performance expectations for this factor.
3	Satisfactory	Consistently met required performance expectations for this factor. This is the expected level of performance for all employees.
2	Needs Improvement	Inconsistently met performance expectations for this factor.
1	Unsatisfactory	Failed to meet performance expectations for this factor. Immediate and significant improvement required.
N/A	Not Applicable or Insufficient Opportunity to Observe	Factor may not apply to this position or supervisor has not had the chance to observe.

Job Knowledge & Technical Skills	RATING
Demonstrates knowledge and skills necessary to perform job effectively. Understands expectations of job and strives to improve job knowledge and expertise. Possesses technical knowledge necessary to effectively perform duties and responsibilities.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Quality & Quantity of Work	RATING
Exhibits accuracy, neatness, thoroughness, and attention to detail in performance of job responsibilities. Demonstrates efficient use of time; produces appropriate volume of work and meets assigned deadlines and goals.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Interpersonal Skills	RATING
Establishes and maintains effective working relationships with others. Displays positive attitude towards others and work responsibilities. Is cooperative and able to work with supervisor, co-workers, students, and customers served. Acts as team member in accomplishment of assigned tasks. Encourages and accepts constructive feedback.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Customer Service	RATING
Delivers friendly, courteous service in a timely manner. Listens carefully and responds to customer requests and problems.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Communication Skills	RATING
Effectively conveys ideas and information orally and/or in writing.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Attendance & Dependability	RATING
Exhibits consistency, promptness, and dependability in adherence to work hours and productivity. Assumes full responsibility for assigned tasks, his/her actions, and those he/she supervises.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Initiative	RATING
Employee is self-starting and takes appropriate independent action when necessary. Contributes new ideas or methods. Seeks new and better ways to accomplish tasks and/or actively seeks increased job productivity.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Attitude	RATING
Demonstrates professionalism, enthusiasm, and interest regarding position responsibilities. Displays an attitude that promotes a positive image of the office, department, and college.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

Leadership / Supervisory Skills <i>(for individuals with supervisory responsibilities)</i>	RATING
Demonstrates ability to motivate others to assist in the achievement of job, departmental, and campus goals & objectives. Effectively delegates, defines responsibilities, sets priorities, and evaluates and communicates with subordinates. Uses problem solving and decision making abilities.	

Describe how you exhibit positive performance in this area:

Describe how you can improve in this area:

PART II: EMPLOYEE COMMENTS

Answer the following questions. Attach additional sheets if necessary.

1. What are your strengths? List any job accomplishments.

2. What areas of your job performance need improvement? List ideas to help you improve.

3. How can your supervisor assist you in your performance?

4. How would you assess your overall job performance during the evaluation period?

Employee's Signature: _____ Date: _____

Upon completion, forward Self Evaluation Form to your supervisor.