

Performance Evaluation Employee Self Evaluation



Effective performance evaluations are accomplished through a thoughtful and respectful dialogue between an employee and their supervisor. This form acts as a tool to help employees prepare for their annual performance evaluation.

Performance evaluations are intended to be a fair and balanced assessment of an employee's performance over a period of time, not a snap shot of the current state of affairs. Therefore, preparing for an evaluation is an on-going process. Employees are encouraged to keep notes throughout the year of the major accomplishments, the training and any set-backs experienced.

Self Appraisal : Please mark in the appropriate column					
	Always	Usually	Sometimes	Seldom	Never
I treat all students, customers and co-workers in a professional manner.					
I demonstrate skills, knowledge, and abilities needed to perform my work effectively.					
I complete my work in a timely and organized manner.					
I look for new ideas/methods to improve my efficiency.					
I demonstrate effective communications skills.					
I adhere to personnel policies and work rules.					
I enjoy my work.					

List your most outstanding accomplishment(s) during the past year.

List your skills and competencies most directly related to these accomplishments.

List any problems and/or obstacles that you resolved and/or are currently impeding your success.

List your professional goals and/or skills you would like to develop in the coming year.

List any additional comments you wish to discuss at your annual performance evaluation.
