



## Performance: Appraisal - Self Assessment

Performance Review Period: \_\_\_\_\_

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_ Office \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

### Employee Instructions:

**Please complete and return this 3 page self evaluation to your supervisor by \_\_\_\_\_.**

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review .

If you have been employed by the company less than a year, substitute references to "since the last performance appraisal" with "since you were hired" and answer the questions accordingly.

Ensure you address how you have accomplished Board Goals in your self assessment. Provide documentation or examples of how you have accomplished this.

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**Supervisors: Attach (in pdf) completed Self-Assessment to the Employee's Performance Appraisal along with supporting documentation and return to HR.**

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1. List your most significant accomplishments or contributions since last year. (Noteworthy strong areas of present performance)  
How do these achievements align with the goals/objectives outlined in your last review?
  2. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
  3. Since the last appraisal period, identify how you have accomplished Board Goals. Be specific and provide documentation and/or examples.

4. List any "work in progress" or "pending" projects for which you have established a targeted completion date.
  
5. Name any other management personnel, besides your current supervisor, that you feel should provide input towards your performance appraisal.
  
6. Evaluate yourself on all factors that apply to you since your last performance appraisal, or date of hire, if employed here less than one year. If a category does not apply to you, indicate N/A.

**Rating Scale:** 9 - Distinguished 8-7 – Commendable 6-5-4 Fully Satisfactory  
 3-2 – Needs Improvement 1 - Marginal

<b>Category</b>	<b>Self-Rating</b>
a. Job Knowledge (of policies, procedures, techniques, etc.)	_____
b. Quality of Work (comprehensive, accurate, timely, etc.)	_____
c. Quantity of Work (output)	_____
d. Reliability (adheres to budget, available, on-time, reliable, trustworthy & persistent)	_____
e. Judgment ( makes sound decision based on fact and not emotion)	_____
f. Initiative & Creativity ( can proceed with task without being told every detail)	_____
g. Cooperation (work harmoniously with others) and / or (readiness to respond positively to instruction and procedures)	_____
h. Attendance (Faithfulness in coming to work daily & conforming to scheduled hours)	_____
i. Planning and Controlling (the ability to analyze work, set goals, develop plans of action, and utilize time appropriately. Can be trusted to carry out assignments with little supervision. Deadlines met including federal, district, state or MDE deadlines)	_____
j. Directing and Controlling (create motivating climate, achieve teamwork, train and develop staff)	_____
k. Decision Making (make good decision and the quality and timeliness of those decisions) and community involvement	_____
<b>l. Overall Scale Score</b>	_____

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***Thank you for taking the time to complete the Employee Self-Assessment.***

**Please return this form to your supervisor:** \_\_\_\_\_  
(Signature) (Date)

## **PERFORMANCE LEVELS**

### **DISTINGUISHED (9)**

Truly outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department or district.

### **COMMENDABLE (8-7)**

Consistently generates results above those expected of the position. Contributes in a superior manner to innovations both technical and functional.

### **FULLY SATISFACTORY (6-5-4)**

Good performance with incumbent fulfilling all position requirements and may on occasion generate results above those expected of the position.

### **NEEDS IMPROVEMENT (3-2)**

Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

### **MARGINAL (1)**

Lowest performance level which is clearly less than acceptable, and which is obviously well below minimum position requirements. Situation requires immediate review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.