

DATE _____

EMPLOYEE NAME _____

POSITION _____ DEPARTMENT _____

Please complete and return to your supervisor/manager prior to your performance evaluation.

RATING SCALE Check the appropriate rating for each skill outlined using the performance rating given below.

1	Unsatisfactory	Unacceptable performance, lack of willingness or ability to perform the requirements of the position. If unacceptable performance continues, reassignment or separation may be required.
2	Below Expectations	Performs in a capable manner but requires improvement, more training and/or closer supervision.
3	Meets Expectations	Performs duties as required; meets all expected criteria including goals.
4	Exceeds Expectations	Clearly performs above set criteria; quality and quantity of work consistently beyond expectations.
5	Outstanding	Exceptional performance over time of duties; significantly exceeds objectives, achieves exceptional results.

<u>JOB KNOWLEDGE:</u>	Knowledge of products, policies and procedures.	Rating: _____
Do you understand the requirements of your job? If not, what aspects of your job need clarification?		

<u>PRODUCTIVITY:</u>	Goals are achieved within established timelines.	Rating: _____
What were your goals for the previous review period? Assess how well you have succeeded in meeting each goal.		

<u>QUALITY OF WORK:</u>	Accurate, neat, and thorough; exceeds expectations.	Rating: _____
What areas and/or tasks that you feel represents your best work for this review period? What areas and/or tasks that you feel represents your unsatisfactory work for this review period?		

PREPARATION:	Develops plan and utilizes time wisely. Anticipates changes.	Rating: _____
What changes in duties or priorities did you face during the review period and how did you handle them?		
TEAM WORK:	Willingness to work harmoniously with others.	Rating: _____
What are some additional tasks you perform in your department that contribute to the team as a whole?		
CUSTOMER SERVICE:	Promotes strong sense of service. Resolves conflicts.	Rating: _____
Describe an instance where you displayed exemplary customer service?		

How would you rate your overall performance for this review period?

- Outstanding
 - Exceeds Expectations
 - Meets Expectations
 - Below Expectations
 - Unsatisfactory

EMPLOYEE COMMENTS

EMPLOYEE ACKNOWLEDGEMENT

This self-evaluation has been completed to the best of my ability. I understand that my signature indicates agreement with the information disclosed here.

EMPLOYEE SIGNATURE _____ **DATE** _____
