

**SECTION 1:
CONFIDENTIAL EMPLOYEE
PERFORMANCE REVIEW**

SELF REVIEW

Name:	
Title:	
Supervisor:	
Review Period:	

DIRECTIONS:

Complete the self-evaluation form below (maximum 2 pages). Submit your completed self-evaluation to your supervisor/manager by July 31st.

1. Briefly describe the major goals and objectives you have achieved this past year?
2. Was there something that you wanted to accomplish this year that you were unable to do? If so, what was it and what do you feel prevented you from accomplishing this?
3. What can your supervisor do to assist you in meeting your goals?
4. Are there other factors you believe should be considered in evaluating your performance, that have not been covered by this form?
5. How would you rate yourself on demonstrating the following confidential competencies based on definition provided on the following page?

- 5 = Exceptional:** Consistently **exceed standards** – Shows initiative in setting priorities that strongly support organizational mission and goals. Competencies and abilities are clearly recognized by peers as well as managers. This year’s contribution clearly moved the organization forward.
- 4 = Highly Successful: Consistently met and often exceeds** standards – Demonstrates in-depth knowledge of all criteria. This year’s contribution is clearly identifiable.
- 3 = Fully Successful:** Consistently met standards in most or all performance areas – Demonstrates knowledge in most or all job criteria. No major errors of execution or strategy. Good solid performer.
- 2 = Minimally Successful:** Does not consistently meet standards in one or more performance areas - Needs to demonstrate on-**going** ability to set priorities that reflect organizational mission and goals.
- 1 = Unacceptable:** Consistently deficient in meeting standards – Performance significantly below standards - Demonstrates incompetence in **most** critical areas.

Confidential Employee Competencies/ Performance Standards	Rating (1 – 5)
Job knowledge	
Customer satisfaction/customer service	
Communications	
Accountability	
Leadership (If applicable)	
Creativity, continuous improvement and management of change	

Confidential Employee Competencies/ Performance Standards	Rating (1 – 5)
Commitment to diversity and valuing individuals unique contributions	
Quality of work performed	
Effective use of time & resources	
Ability to build interpersonal Relationships	
Ability to foster a civil work Environment	

Employee’s Signature

Date

