

Self-Evaluation – Performance Rubric & Goals

Performance Accountabilities

Performance Ratings:

- **Exceeds Expectations:** Exhibits and remains current with in-depth knowledge of processes, procedures, skills, regulations, equipment, and materials.
- **Meets Expectations:** Demonstrates and applies the basic knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.
- **Does Not Meet Expectations:** Is deficient in the necessary knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Attitude	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Positive approach and disposition toward coworkers and/or job responsibilities.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Communication	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has strong verbal and/or written communication skills to ensure clear and concise communication.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Confidentially	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handles information appropriately.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Dealing with Change	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is flexible in accommodating interruptions and changes to the schedule and priorities.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Initiative	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self motivated and works without supervision.				
Employee Comments				

Classified Evaluation

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		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge of Equipment	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remains current.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge of Materials and Skills	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remains current.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge of Process and Procedures	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remains current.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Organization	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively and appropriately manages time and workload.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Organization Work Area	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively manages and maintains work station.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Punctuality and Attendance	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respects scheduled hours, consistently punctual, and give appropriate notice for absences.				
Employee Comments				

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		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Quality of Work	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work is consistently complete and error-free.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Safety	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Observes safety practices.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Teamwork	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interacts positively and pro-actively.				
Employee Comments				

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Other	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Describe a performance area not listed above and the employees performance in regards to the area.				
Employee Comments				

Performance Summary (please include all significant aspects of this evaluation period)

Employee Self-Evaluation Comments

Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)

Employee Self-Evaluation Comments – Growth / Goals