



CONFIDENTIAL PERFORMANCE EVALUATION SELF EVALUATION

Employee Name:	Department / Division:	Position:
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Rating Scale:

- 5 = OUTSTANDING:** Performance consistently exceeds goals and frequently influences others to help bring the District to a higher level of performance.
- 4 = COMMENDABLE:** All duties and responsibilities are performed in a thorough, comprehensive manner, some duties in an outstanding manner.
- 3 = FULLY SATISFACTORY:** Performance meets all job requirements. Considered fully adequate for the job.
- 2 = NEEDS IMPROVEMENT:** Performs most duties adequately and meets most standards in an acceptable manner, but improvement is necessary.
- 1 = UNSATISFACTORY:** Performance is unacceptable. Improvement is required immediately.

Job Knowledge: Has command of all assigned work, duties and responsibilities; Has the technical grasp of the job where applicable and consistently demonstrated ability to perform all required job functions in a competent manner; Understands procedures and methods of the position.

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5	Outstanding										
4	Commendable										
3	Fully Satisfactory										
2	Needs Improvement										
1	Unsatisfactory										

Quality of Work: Demonstrates accuracy, thoroughness, neatness, and attention to details by monitoring own work to ensure quality; Completes high quality work according to specifications; Produces quality work regardless of environmental pressures; Follows through on task until completion.

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Adaptability: Readily demonstrates overall flexibility to adjust to different conditions, environments, and change when necessary; Willing to accept and address new challenges or changed circumstances.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

Communication: Effective communication includes oral, written as well as listening skills; Demonstrates the ability to communicate effectively to different audiences and at different levels; Effectively communicates area activities; Articulates ideas in a clear, concise manner; Courteously communicates and listens to other employees and the public; Writes clearly, edits work and double checks information disseminated as appropriate.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

Initiative: Takes action when need is presented; Generates workable ideas, concepts, and techniques on their own; Attempts to simplify and /or improve techniques and procedures; A self-starter; Shows enthusiasm towards new initiatives; Seldom requires supervision.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

Working Relationships: Actively fosters a cooperative and pleasant working environment for others; Maintains effective relationships with administration; Accepts constructive feedback and criticism; Demonstrates civility, courteous, respectful and professional behavior when offering assistance and support to others; Viewed as approachable and a resource to others.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

Attendance and Punctuality: Is reliable and shows up to work on time and fully prepared to tackle job responsibilities; Works flexible hours to meet deadlines; Absences are rare; Adheres to lunch schedules and breaks; Calls in absences in accordance to established procedures; Schedules time off well in advance and prepares activities for absences.

- 5 Outstanding
- 4 Commendable
- 3 Fully Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Please explain your rating:

Time Management: Able to prepare steps and actions to achieve specific goals; Knows how to prioritize schedules and projects; Prepares memos, agendas, reports, schedules etc. as necessary, even when time is tight and pressures are high; Manages work time effectively; Avoids procrastination and unnecessary socializing.

- 5 Outstanding
- 4 Commendable
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Please explain your rating:

Review of Past Goals:

1. What performance areas were noted for improvement at the last evaluation and to what extent were the improvements made if any?

2. If progress was not satisfactory, what were the reasons?

Future Goals: Must be related to the department / District's goals; attainable, reasonable, realistic, and measurable; items which are in addition to the day-to-day operational tasks. *

List goals to be accomplished during next review period and establish timelines.

Training/Development Plan *

	Areas for Attention	Activities Recommended	Timing
1. On-the-Job Activities			
2. Training/Education			

This evaluation has been discussed with me and I understand I may make written comments.

Signature of Administrator Date

Signature of Employee Date

President/Superintendent Date
(when applicable)

Director of Human Resources Date

* (Attach Additional Sheets if Necessary)