

**EMPLOYEE SELF EVALUATION FORM**

Employee Name: Employee #:

Position / Job Title: Date:

1. **Job Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Performance** | **Above Average** | **Average** | **Marginal** | **Unsatisfactory** |
| Attendance |  |  |  |  |
| Punctuality |  |  |  |  |
| Job Knowledge |  |  |  |  |
| Following Rules |  |  |  |  |
| Carry Out Instructions |  |  |  |  |
| Planning & Organizing Work |  |  |  |  |
| Communication Skills |  |  |  |  |
| Need for Supervision |  |  |  |  |
| Dealing with Public |  |  |  |  |
| Relations with Others |  |  |  |  |

1. **QUALITY OF WORK**: The extent to which employee meets established quality standards.
	1. **Accuracy:**

Excessive Errors Acceptable Few Errors Exceptionally Accurate

* 1. **Thoroughness & Orderliness:**

Careless, often Unfinished Usually Orderly & Complete Above Average Neat & Thorough

1. **ATTITUDE**: The degree to which employee displays enthusiasm, cooperation, and job interest.
	1. **Towards Company:**

Indifferent Accepts Company Policies Loyal Loyal and Enthusiastic

* 1. **Towards Employees:**

Needs Improvement Satisfactory Cooperative & Friendly Exceptional

* 1. **Towards Customers:**

Needs Improvement Satisfactory Cooperative & Friendly Exceptional

1. **QUALITY OF WORK**: The Volume satisfactorily produced under normal work conditions.
	1. **Speed of Work:**

Slow Normal Above Normal Exceptional

* 1. **Use of Work Time:**

Inefficient Keeps Busy Uses Time Efficiently Exceptionally Efficient

1. **RESOURCEFULNESS**:
	1. **Ability to Learn:**

Requires Extra Attention Learns at Normal Speed Learns Quickly Exceptionally Fast

* 1. **Acceptance of Responsibility**

Evades when possible Accepts as Required Accepts Willingly Assumes Responsibility

* 1. **Initiative:**

Lacks Initiative Follows Precedent Resourceful Exceptionally Resourceful

1. **DEVELOPMENT – PERSONAL REVIEW**: This section to be completed by the employee.
	1. **What do you consider to be the most important parts of your job?**
	2. **What parts of your job interest you the most?**
	3. **What parts of your job interest you the least?**
	4. **Are there any aspects of your job in which you feel you need more experience? More training? Please explain:**
	5. **Do you feel you have abilities which are not being fully utilized on your present job?**
	6. **Can you suggest how these abilities can be utilized more fully?**
	7. **Are there any changes you would like to see made in your job which would help you increase your performance?**
	8. **What is your ambition or goal for the next five (5) years?**
	9. **Note any personal factors (health, family, etc) which you feel should be considered in your present job for future assignments.**

Evaluated By: Date:

**THIS FORM TO BE FILED IN THE EMPLOYEE PERMANENT RECORD**