

EMPLOYEE SELF EVALUATION FORM

Employee Name: Position / Job Title:						
I.	Job Performance					
Job	Performance	Above Average	Average	Marginal	Unsatisfactory	
Attendance						
Punctuality						
Job Knowle	dge					
Following R	ules					
Carry Out Ir	nstructions					
Planning &	Organizing Work					
Communica	ition Skills					
Need for Su	pervision					
Dealing with	n Public					
Relations w	ith Others					
III.	 Thoroughness & Careless, often U ATTITUDE: The degree Towards Compa Indifferent Towards Employ Needs Improvem Towards Custom 	Infinished Usually (ie to which employee dis ny: Accepts Company Po rees: nent Satisfact	Orderly & Complet plays enthusiasm, plicies	ce Above Averagecooperation, and job inte	Neat & Thorough erest. d Enthusiastic Exceptional	
	 Speed of Work: Slow Use of Work Time 	The Volume satisfactorily Normal ie: Keeps Busy	Above Normal	Exceptional _		
V.	RESOURCEFULNESS:					
	1. Ability to Learn:					
	-	ttention Learns at	Normal Speed	Learns Quickly	Exceptionally Fast	
	2. Acceptance of R		-	,	-	
	Evades when pos	ssible Accepts	as Required	Accepts Willingly	_ Assumes Responsibility	
	3. Initiative:					
	Lacks Initiative	Follows Preceder	nt Resource	ful Exceptiona	ally Resourceful	

_	EVELOPMENT – PERSONAL REVIEW: This section to be completed by the employee. 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:

VI.