EMPLOYEE SELF APPRAISAL

BOYS & GIRLS CLUB
OF TRUCKEE MEADOWS

1. **Productivity** **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership-**Work is outstanding, pays strict attention to detail, works accurately. **(4)Exceeds Expectations**-Works extremely accurately and thoroughly, pays close attention to detail, errors seldom found in work. **(3)Meets Expectations**-Works accurately and thoroughly, errors seldom found in work. **(2)Needs Improvement**-Accuracy and thoroughness of work do not fully meet job requirements. **(1) Unsatisfactory**-Does not work carefully, makes many errors, and overlooks details.	Performance Score: Explain:
2. Interpersonal Relationships **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership**-Gets along well with everyone, very cooperative. **(4) Exceeds Expectations**-Gets along with almost everyone, goes out of way to help others. **(3) Meets Expectations**-Gets along well with others, cooperative. **(2)Needs Improvement**-Gets along acceptably with others, at times may not cooperate fully. **(1) Unsatisfactory**-Makes little or no effort to get along with others, generally uncooperative.	Performance Score: Explain:
3. Initiative **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership**-Learns the most difficult tasks/procedures quickly and with little instruction. **(4) Exceeds Expectations**-Learns the difficult tasks/procedures. **(3) Meets Expectations**-Learns tasks/procedures with normal instruction. **(2) Needs Improvement**-Supplementary instruction is necessary, needs extra learning time/instruction for more difficult tasks/procedures. **(1) Unsatisfactory**-Must be given extensive and repeated instruction for most tasks/procedures.	Performance Score: Explain:

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4. Independence/Sound Judgment **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership**-Starts and completes tasks independently, seldom needs supervision. **(4) Exceeds Expectations**-Starts and completes tasks independently, needs minimal supervision. **(3) Meets Expectations**-Starts and completes tasks with normal supervision. **(2) Needs Improvement**-Needs extra supervision to complete assigned tasks. **(1) Unsatisfactory**-Needs frequent supervision to complete assigned tasks, does very little without being told.	Performance Score: Explain:
5. Job knowledge **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership**-Understands all job policies and procedures in own and related jobs, job skills are outstanding. **(4)Exceeds Expectations**-Understands job policies and procedures in own job, job skills are very good. **(3) Meets Expectations**-Knows job procedure and policies, has good job skills. **(2)Needs Improvement**-Does not fully understand job procedures; skills do not fully meet job requirements. **(1) Unsatisfactory**-Job knowledge skills are minimal.	Performance Score: Explain:
6. Following instructions **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership**-Follows instructions exactly, seeks assistance or clarification only when needed. **(4) Exceeds Expectations**-Follows instruction closely, asks questions or seeks information when needed. **(3) Meets Expectations**-Follows most instructions, does not always seek needed information. **(2) Needs Improvement**- Follows some instructions, does not ask questions, information when needed. **(1)Unsatisfactory**-Does not follow instruction, fails to ask questions or seek help.	Performance Score: Explain:

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7. Quality/Creativity of work **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership-Outstanding-** work is complete, well organized and without error. **(4) Exceeds Expectations-Superior-** work is generally complete and without error. **(3)Meets Expectations**-Good work generally meets expected error rates. **(2)Needs Improvement-Marginal-** work rarely meets expected error rates. **(1)Unsatisfactory-Unsatisfactory-** consistently does not achieve standard.	Performance Score: Explain:
8. Compliance with Policies/Procedures **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership**-Understands and adheres to all Club policies and procedures. Up to date on all mandatory training. Compliance is outstanding. **(4) Exceeds Expectations**-Knows all Club policies and procedures. Current on all mandatory training. Compliance is good. **(3)Meets Expectations**- Compliance with Club policies and procedures and mandatory training is adequate. **(2)Needs Improvement**-Understanding and compliance of Club policies and procedures needs improvement. Not current on mandatory training. **(1) Unsatisfactory**-Does not adhere to Club policies and procedures and are not current on training.	Performance Score: Explain:
9. <u>Attendance/Reliability</u> **PERFORMANCE CATEGORY:** **(5) Outstanding/Leadership**-Excellent attendance and is consistently reliable. **(4)Exceeds Expectations**-Very good attendance with rare instances of not being able to report to work. **(3)Meets Expectations**-Good attendance with occasional instances of not being able to report to work. **(2) Needs Improvement**-Fair attendance, however improvement is needed. **(1) Unsatisfactory**-Attendance is unacceptable. Absences must be significantly reduced.	Performance Score: Explain:

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Status of objectives and performance goals developed during last performance appraisal:

Demonstrated proficiency in acquiring skills, certification(s) and educational requirements as outlined for current grade and other goals for next performance appraisal:

Outstanding/Leadership: Score 45-37	
Exceeds Expectations: Score 36-28	
Meets Expectations: Score: 27-19	
Needs Improvement: Score: 18-10	
Unsatisfactory: Score: Below 10	

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Employee Name (Print)

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Employee Signature Date