

LEBANON SPECIAL SCHOOL DISTRICT

CLASSIFIED EMPLOYEE SELF-EVALUATION FORM

Name _____ Date _____
 Last First MI

School/Dept/Division/Office/Unit _____ Position _____

APPEARANCE: Consider your overall appearance in connection with the type of work performed. Consider cleanliness, grooming, neatness, and appropriateness of dress on job.	<input type="checkbox"/> Extremely neat, clean, appropriately dressed. <input type="checkbox"/> Take special care in personal dress and appearance. <input type="checkbox"/> Generally neat, clean, and properly dressed. <input type="checkbox"/> Sometimes untidy, careless about appearance. <input type="checkbox"/> Untidy and careless about personal hygiene/dress.
INITIATIVE: Consider your resourcefulness and self-reliance. Consider your ability to develop new ideas, and the desire to attain goals. Are you a self-starter?	<input type="checkbox"/> Extremely resourceful, creative, and self-reliant. <input type="checkbox"/> Strive hard; demonstrate desire to excel. <input type="checkbox"/> Work steadily; occasionally submit new ideas. <input type="checkbox"/> Show little initiative; must be told what to do. <input type="checkbox"/> Show no initiative.
JUDGMENT: Consider your judgment in making decisions. Do you demonstrate the ability to think and act calmly, logically, and rapidly under stress?	<input type="checkbox"/> Display outstanding ability to apply sound reason. <input type="checkbox"/> Use good common sense; most decisions workable. <input type="checkbox"/> Judgment dependable on matters of routine nature. <input type="checkbox"/> Poor use of common sense; decisions are often unsound. <input type="checkbox"/> Jump to conclusions; often make costly errors.
ATTITUDE OF COLLABORATION: Consider how well you fit into the organization, work in harmony and collaborate with others. Are you congenial, cooperative, and a team player?	<input type="checkbox"/> Exceptionally collaborative; inspire high morale. <input type="checkbox"/> Very tactful and obliging; set good example. <input type="checkbox"/> Usually congenial and helpful; good team worker. <input type="checkbox"/> Inclined to resist authority and oppose new ideas. <input type="checkbox"/> Often tactless and quarrelsome; cause friction.
ATTENDANCE: Consider your punctuality and the time you devote to actual work. Consider promptness in reporting for assignments and the amount of time off for sick leave and personal business.	<input type="checkbox"/> Consistently punctual and on the job. <input type="checkbox"/> Usually regular and prompt; seldom absent. <input type="checkbox"/> Occasionally late or absent; report absence in advance. <input type="checkbox"/> Frequently late or absent. <input type="checkbox"/> Habitually late or absent.
KNOWLEDGE OF JOB: Consider your understanding of all phases of the work matters necessary for full job performance.	<input type="checkbox"/> Have excellent understanding of duties; require few directions. <input type="checkbox"/> Have good overall knowledge of duties; need little direction. <input type="checkbox"/> Have acceptable knowledge of duties; need some direction. <input type="checkbox"/> Have limited knowledge of job. <input type="checkbox"/> Have only minimum knowledge of job.
QUALITY OF WORK: Consider your neatness, skill, thoroughness, and accuracy in completing job assignments.	<input type="checkbox"/> Consistently produce high quality work. <input type="checkbox"/> Consistently do a good job; need little supervision. <input type="checkbox"/> Work is usually satisfactory; need normal supervision. <input type="checkbox"/> Barely up to minimum standards; make many mistakes. <input type="checkbox"/> Below minimum standards; need excessive checking.
TIME MANAGEMENT: Consider the amount and promptness of the work you produce based on specific job requirements. Do you use your time wisely?	<input type="checkbox"/> Easily complete assignments; seek additional work. <input type="checkbox"/> Complete work on time; often exceed performance standards. <input type="checkbox"/> Work at steady pace; meet performance standards. <input type="checkbox"/> Work slowly; produce less than required. <input type="checkbox"/> Very slow worker; output is unsatisfactory.
DEPENDABILITY: Consider your reliability in following instructions and carrying out assigned tasks with a minimum of direct supervision.	<input type="checkbox"/> Extremely reliable, conscientious, and industrious. <input type="checkbox"/> Require minimum supervision; prompt and accurate. <input type="checkbox"/> Generally reliable and attentive to work. <input type="checkbox"/> Somewhat unreliable; require frequent follow-up. <input type="checkbox"/> Require close, constant supervision.
RESPONSIBILITY: Consider your sense of responsibility and willingness to carry out assigned duties. Do you think and act reasonably? Are you able to tell right from wrong?	<input type="checkbox"/> Exceptionally responsible and willing to carry out duties. <input type="checkbox"/> Accept responsibility without reservation. <input type="checkbox"/> Accept responsibility for duties as assigned. <input type="checkbox"/> Reluctant to accept responsibility. <input type="checkbox"/> Do not accept responsibility.

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Identify your Strengths as an employee:

[illegible]

Identify the area(s) you want to strengthen or grow as an employee:

[illegible]

Other comments:

[illegible]

Employee Signature

Meeting Date

Signature of Supervisor