

OHLONE COMMUNITY COLLEGE

OPTIONAL PERFORMANCE SELF-ASSESSMENT FORM

(To be completed by the employee, discussed during the evaluation meeting, and, if desired, attached to the completed performance evaluation forms when submitted to Human Resources)

Name: _____ Date/ID: _____

Title: _____ Location: _____

Department: _____ Evaluation Rating Period: From- _____ To- _____

GOALS AND OBJECTIVES FROM EVALUATION YEAR: (list the Goals or Objectives that were established for you for the evaluation year, and indicate your progress in completing each one)

GOALS AND OBJECTIVES		CURRENT STATUS		
		Completed	In Progress	Withdrawn
1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During the evaluation year, my primary job responsibilities were the following:

In completing the tasks related to these responsibilities, I consider my strengths to be the following:

I feel that I need improvement in the following general job skills:

In order to be more effective on my job, I need the following (list additional training needed; issues, policies and/or procedures that need clarification; job modifications; etc.)

List Job Needs	Describe briefly how each one would assist in making you more effective in the performance of your job duties.

I gain the most satisfaction from performing the following job duties: (describe)

I get the least satisfaction when I perform the following job duties:

I suggest the following to increase my job satisfaction:

Please Enter Your Performance Self-Assessment Below

	<u>Consistent Problems in Performance</u>	<u>Occasional Problems in Performance</u>	<u>Meets Job Standard</u>	<u>Exceeds Job Standard</u>
QUALITY OF WORK: Adheres to established practices; follows instructions; work is accurate, neat, thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUANTITY OF WORK: Volume of work produced under normal/abnormal conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLANNING & ORGANIZATION: Organizes work efficiently and effectively; good work habits; economical use of time and materials; resourcefulness; ability to prioritize work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUMAN RELATIONS: Attitude toward and treatment of staff members, public, students, co-workers; ability to get along with others; work under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CURIOSITY: Inquires about administrative, educational, technical, and other phases of immediate assignments; also more complex assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCEPTANCE: Accepts, understands, and respects the policies, objectives and rules of the College and Administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOPERATION: Attitude toward work, associates and the college; willingness to work with and for others; helpful; loyal; keeps confidences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO LEARN: Understanding and remembering instructions. Learning new procedures and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY: Reliability in following through on assignments and instructions; good attendance; punctual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE: Self-reliance; job interest; energy and aptitude displayed in work; self-starter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUDGMENT: Ability to reach decisions and reason logically; common sense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My overall work performance can best be described as follows:

I believe that I have completed the tasks assigned to me in a competent, accurate, well thought-out and timely manner. I feel that I understand the major aspects of the position and of what is expected of me.

I believe that I have been able to accomplish most of the tasks assigned to me; however, some areas do need improvements. Those areas are the following (briefly describe):

I feel that I have problems in certain aspects of my work and recognize that I need to improve. (specify)

Additional Comments:

Employee Signature: _____

Date: _____