

EMPLOYEE SELF-ASSESSMENT

Purpose: To help you highlight your strengths, identify possible weaknesses or areas for improvement, identify ways you contribute to enhancing your job responsibilities, and identify training needs. This is a tool to help prepare you for the discussion between you and your supervisor.

Instructions: Please take the time to complete this employee self-assessment. Use the spaces provided in each category to elaborate. If there are areas where you see possibilities for self or process improvement, please describe how this might be accomplished or what you feel is necessary to meet or exceed self-expectation.

CATEGORIES AND DEFINITIONS:

Change Management (Includes ability to perform tasks above and beyond job responsibilities, ability to adapt to new or changing situations, and willingness to accept and deal with change.) Use specific examples wherever possible.

Communication (Includes clear, concise, timely, written, oral or electronic communication, correspondence, grammar usage and presentation.)

Creativity (Includes ways to keep job interesting, new methods of working with obstacles, innovations, process reengineering and procedure enhancements.)

Customer Service (Includes service to internal and/or external customers, i.e. positive communication, timeliness, effectiveness fulfilling needs/requests, courteous, professionalism.) Be specific.

Attitude (Include specific examples of your positive attitude towards your co-workers, customers, job responsibilities, etc.)

Dependability (Includes reliability and responsibility for completing assigned duties on time, and punctuality.)

Job Skills (Includes experience, training, education, task knowledge, task management and understanding of complex assignments.)

Productivity (Includes acceptable work produced and performance under normal or adverse working or workload conditions.)

Quality of Work (Includes accuracy, neatness and thoroughness.)

Team Involvement (Effectiveness working within team environment, positive attitude, initiative and contribution.)
