****360 Performance Evaluation: Self Evaluation

This form is used by an employee to evaluate themselves using the same criteria as their supervisor.

Employee Name (Evaluator):

Evaluation Period:

Date Form Completed:

Performance Evaluation Meeting Date:

**1. Effectiveness: Performs the job correctly and demonstrates thoroughness, accuracy and competence in the performance of duties and technical skills where applicable.**

Unsatisfactory  Needs improvement  Satisfactory  Good  Exceptional

Comments:

**2. Prompt Completion of Work: Completes assignments in a timely manner. Organizes time consistent with appropriate priorities as directed by supervisor.**

Unsatisfactory  Needs improvement  Satisfactory  Good  Exceptional

Comments:

**3. Judgment: Makes sound decisions, exhibits logical reasoning, demonstrates initiative and analytical ability**

Unsatisfactory  Needs improvement  Satisfactory  Good  Exceptional

Comments:

**4. Time and Attendance: Abides by rules of punctuality on attendance, start, stop, and approved lunch and break regulations.**

Unsatisfactory  Needs improvement  Satisfactory  Good  Exceptional

Comments:

**5. Communication Skills: Expresses themselves effectively verbally and/or in writing to other employees and with the public.**

Unsatisfactory  Needs improvement  Satisfactory  Good  Exceptional

Comments:

**6. Ability to Work with Others: Can function professionally and politely with supervisors, with other co-workers, subordinates, and the public in the performance of the job duties.**

Unsatisfactory  Needs improvement  Satisfactory  Good  Exceptional

Comments:

**7. Accountability: Accepts responsibility for actions, cooperates with management, demonstrates knowledge of Employee Handbook, Employment Plan, Ethics Rules, and adheres to and is incompliance with policies generally.**

Unsatisfactory  Needs improvement  Satisfactory  Good  Exceptional

Comments:

**Additional comments from employee**