

# Annual Employee Self-Evaluation

**Purpose:** Reflect on progress and achievements from the past review cycle, and give feedback for how the employee and manager can improve during the next cycle.

- Complete and send to your manager one week ahead of your scheduled review date.
- Attach copies of any work samples or documentation that you think are relevant.

Employee name _____	Manager name _____
Employee ID _____	Time period evaluated _____

## Section I: Core Responsibilities and Goals Progress

**Goal health** describes whether or not the goal or initiative is on schedule using a color-coded scale: Green (On track), Yellow (Slightly off track), or Red (Off track). Note any changes to be made to the goal plan based on progress so far.

<b>Core Responsibility #1</b> SMART goal: _____ Describe _____ progress: _____	<b>Goal Health</b> <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
<b>Core Responsibility #2</b> SMART goal: _____ Describe _____ progress: _____	<b>Goal Health</b> <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
<b>Core Responsibility #3 (optional)</b> SMART goal: _____ Describe _____ progress: _____	<b>Goal Health</b> <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red

## Section 2: Individual Development Goals Progress

Evaluate progress and success for the goal(s) previously set, referring to your Metro HR Individual Development Plan if completed.

<b>Individual Development Goal #1</b> SMART goal: _____ Describe _____ progress: _____	<b>Goal Health</b> <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
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**Individual Development Goal #2 (optional)**

SMART goal: \_\_\_\_\_  
 Changes  
 needed: \_\_\_\_\_

**Goal Health**

\_\_\_ Green  
 \_\_\_ Yellow  
 \_\_\_ Red

**Section 3: Demonstrating Core Values**

How are you conducting your work? Evaluate how consistently you demonstrate the behavior.

**Integrity and transparency**

Assumes responsibility for actions and reliably fulfills commitments with little need for supervision.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

**Mutual trust and respect**

Builds strong working relationships with others through effective, honest, and courteous communication.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

**Teamwork and partnership**

Commits to team goals and proactively collaborates with others to achieve those goals.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

**Continuous improvement**

Takes initiative to identify and address ways to increase the speed and quality of service provided to internal and external customers.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

**Positivity**

Is professional, considerate, and supportive of others. Embraces and adapts to change.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

**Safety commitment**

Promotes safety and follows agency requirements of safety training, policies, protective equipment, and injury reporting.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

*Complete the following only if you are in a manager or supervisor role:*

**Performance coaching and feedback**

Works with employees to set annual goals and provide ongoing informal feedback. Completes fair and effective performance evaluations for all employees.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

**Talent development**

Actively supports professional and personal growth of employees

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

**Leadership**

Effectively motivates and engages employees around a shared purpose. Manages people, equipment, and resources efficiently.

\_\_\_ Does not meet expectations  
 \_\_\_ Meets expectations  
 \_\_\_ Exceeds expectations

## Section 4: Going Above and Beyond (optional)

Evaluate how consistently you demonstrate the behavior described. This section is only used to recognize exceptional effort; there is no penalty for not completing this section,

### Exceptional service

Goes above and beyond their basic job requirements to help their colleagues and/or community.

☐ Exceeds expectations

☐ Not applicable

Describe any work-related activities you have engaged in to help your colleagues and community that go above and beyond your basic job requirements (e.g. participation in the Metro Mentors program).

## Section 5: End of Year Feedback

Reflect on what you and your manager can do to improve daily work and Metro Government overall.

**What should you do less of?** *1-2 unproductive activities/ behaviors that you can do less of.*

**What should you keep doing?** *1-2 productive or high-value activities/behaviors you're good at to continue.*

**What should you start doing?** *1-2 new skills, activities, and behaviors that will help you improve.*

**What could your manager do differently?** *1-2 suggestions for how they could help you achieve your goals.*

**What are your career aspirations?** *Where do you want to be professionally in 1-2 years? 3-5 years?*

Additional comments

Upon completion of this evaluation, send a copy to your manager