

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.

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

Individual Development Goal #1 SMART goal: _____ Describe _____ progress: _____	Goal Health <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
---	---

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. 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