**SELF-ASSESSMENT**

 Employee Name       Date

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| Competency Areas | Rarely Achieves | Sometime Achieves | Fully Achieves | Sometime Exceeds | Consistent Exceeds | Competency Areas | Rarely Achieves | Sometime Achieves | Fully Achieves | Sometime Exceeds | Consistent Exceeds |
| Job Knowledge*Understands job objectives, duties and job responsibilities.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Customer Service*Acts as an ambassador for the college with internal and external customers.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Technical Knowledge*Show proficiency in methods, techniques, and equipment necessary to accomplish work* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Attitude/Teamwork*Contributes to positive and productive workplace relationships. Courteous, flexible and cooperative.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Quality of Work*Sets work standards and achieves results that are accurate, thorough, dependable and useful.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Dependability*Fulfills responsibilities and commitments and can be counted on to carry out instruction.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Decision-Making*Analyzes facts and situations prior to initiating action and problem-solving* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Time Mgmt./Attendance*On time or early to worksite. Prioritizes responsibilities and uses time wisely.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Initiative*Handles unforeseen difficulties successfully, develops new ideas and does not require close supervision.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Safety/Policy*Completes work in a safe way and follows all college and departmental policies and safety rules.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Diversity/Inclusion*Advocates and embraces an inclusive and culturally competent workplace.* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (Job Specific)      | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Communication*Communicates with appropriate tone, clarity, and timelines. (oral and written).* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (Job Specific)      | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Employees who supervise others should also incorporate “Addendum for Supervisors” as part of self-assessment.**  |
|  |  |  |  |  |  | Overall Performance for the Year |
| *Reflect on your past year and how well you achieved the previous year’s goals and objectives. Include your contributions and achievements.*      |