**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.* | | | | | | |