

Employee Self-Assessment Form

Employee Name:	Supervisor Name:
----------------	------------------

Provide to your supervisor by: _____

*Rating	Core Responsibilities - Comments on Results Achieved
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	1. Performance Management (Complete if you supervise and evaluate others.)
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	2.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	3.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	4.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	5.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	6.

* See Ratings definitions on page 3.

Employee Name: _____

Rating	Special Assignments - Comments on Results Achieved
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	1.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	2.
Rating	Objectives and/or Competencies - Comments on Results Achieved
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	1. Customer Service
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	2.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	3.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	4.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	5.

Employee Development Results:

Other Significant Results and Overall Comments:

Overall Rating (Optional):

- Extraordinary Contributor** – Work that is characterized by sustained exemplary accomplishments throughout the rating period; performance that is considerably and consistently well above the criteria of the job function.
- Contributor** – Work that is characterized by successfully performing job responsibilities; independently demonstrating appropriate knowledge, skills and abilities; and demonstrating required work and behavioral competencies.
- Below Contributor** – Work that fails to meet the criteria of the job function.

Employee's Signature: _____ Date: _____