

MILES COLLEGE PERFORMANCE SELF-REVIEW FORM

Please Print or Type Information

Name: _____ Department: _____
Position Title: _____ SSN: _____ Date: _____
Reviewer: _____ Title: _____
Type of Appraisal: Annual Semi-Annual Special Probationary Date of Last Review: _____

Did employee complete a self-evaluation? Yes No

PART A

For each factor listed below, check the rating that most closely represents your overall judgment of the individual's performance. Comments are helpful and encouraged. *You are expected to provide comments for the following.*

Factors

1. **JOB KNOWLEDGE:** Overall knowledge and understanding of assigned duties, responsibilities, policies and procedures as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. **SUPERVISION REQUIRED:** Degree to which employee performs job duties as described for the position without a lot of instruction and/or monitoring by supervisor.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. **QUANTITY OF WORK:** Amount of work successfully completed to maintain department standards and expectations under normal conditions as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. **QUALITY OF WORK:** Professionalism, accuracy and thoroughness of work produced as required for this position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. **ADAPTABILITY:** Ability to master new techniques or duties and understand explanations as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6. **TIME MANAGEMENT:** Ability to use available work time efficiently in order to complete tasks/assignments on schedule as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7. **CUSTOMER SERVICE/COOPERATION:** Ability to display courtesy and effectively interact with the College community (including students and department colleagues) to deliver quality customer service.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

8. **ORGANIZATIONAL SKILLS:** Ability to effectively and efficiently manage priorities, create appropriate procedures, manage the workforce and other available resources in order to optimize productivity.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

9. **SAFETY:** Degree to which employee meets safety requirements of the position, follows safe work practices and communicates hazards to other employees.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

For individuals in supervisory positions

10. **LEADERSHIP:** Ability to influence, instruct, train, supervise, evaluate and motivate staff; make decisions; and control operations to achieve departmental goals and objectives.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: