

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 your performance for the past year. 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:

PART B

Please respond to the following. Use additional pages if necessary.

1. Describe your major accomplishments since the last performance appraisal, i.e. examples of exceptional performance.
2. Did you have any established goals for this past year and did you achieve them? If not, why? Yes No (please explain)
3. List seminars, training, job-related course work or other educational enrichment activities in which you participated in this year.
4. Did you complete a Career Development Plan last year? Yes No (if no, please explain)
5. Describe job-related performance improvements (including attendance) in which you completed on your own in order to become more effective in your department or on campus.
6. Describe any assistance that you would need from your supervisor in order to help you become more effective.

PART C – OVERALL EVALUATION

After completing self-review form, check the appropriate rating that applies to your performance for the evaluation year. Please provide any written comments in the “Employee Comments” section below and forward to your supervisor, once completed.

- Exceptional:** Performance well exceeds expectation and is consistently outstanding *
- Above Expectation:** Performance is consistently beyond expectations
- Solid Performance:** Performance consistently fulfills expectations and at times exceeds them
- Improvement Needed:** Performance does not consistently meet expectations **
- Unsatisfactory:** Performance is consistently below expectations. Deficiencies should be addressed as noted in the performance appraisal **

Is the current job description still a valid indicator of duties and responsibilities of the position? Yes No

If no, attach an updated version to this self-appraisal.

Employee Comments:

Employee Signature: _____ Date: _____

➤ **Attach an additional page if you need more space for comments.**

PLEASE FORWARD ALL ORIGINAL FORMS TO THE OFFICE OF HUMAN RESOURCES.