



Employee Self- Evaluation

Please complete and return this self evaluation and personal goal sheet to Human Resources by Friday, November 21, 2008.

The purpose of this review is to facilitate communication regarding job performance. It is to be used as a guide for the evaluation process. The overall goal of the review is to improve Ops Plus and create the opportunity for employee growth and job satisfaction.

Employee Name:		Date:	
Job Classification:		Location:	
Reviewed By:		Hire Date:	

Employee Instructions:

Your thorough and timely participation in the appraisal process will aid in a fair and comprehensive review of your progress and accomplishments since the last performance review.

Evaluate yourself on all factors that apply to you since your last performance appraisal, or date of hire, if employed here less than one year. If a category does not apply to you, indicate N/A. Attach an additional sheet if necessary.

RATING GUIDELINE:

Needs Improvement (NI)- <i>Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Has not sustained adequate improvement, as required since the last performance review.</i>	Meets Expectations (ME)- <i>Meets all relevant performance standards for current job classification. Seldom exceeds, or falls short of desired results. Is inexperienced/still learning the scope of the job.</i>	Exceeds Expectations (EE)- <i>Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, has strong skills or has achieved significant improvement in these areas.</i>	Outstanding (O)- <i>Always exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive.</i>
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JOB PROFICIENCIES:		<i>In this section please offer support for your ranking</i>			
		NI	ME	EE	O
Job Knowledge <i>Technical knowledge and skills, analytical ability, problem-solving skills.</i>					
Skills <i>Demonstrates aptitude required to execute job effectively. Efforts are made to keep skills current.</i>					
Experience <i>Level of experience for this position.</i>					
GENERAL ATTITUDE:		<i>In this section please offer support for your ranking</i>			
		NI	ME	EE	O
Attitude <i>Exhibits positive demeanor. Deals well with change. Open to critiques on how to improve.</i>					
Initiative <i>Gets involved and goes beyond assigned role. Anticipates needs and does not wait to be told. Pays attention to the needs of the customer.</i>					
Reliability <i>Follows procedures, meets deadlines, uses logical and sound judgment.</i>					



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<p>Appearance <i>Represents Ops Plus in professional business manner. Arrives to work neat, clean and well-groomed.</i></p>					
<p>JOB PERFORMANCE: <i>In this section please offer support for your ranking</i></p>		<p>NI</p>	<p>ME</p>	<p>EE</p>	<p>O</p>
<p>Work Standards/Quality <i>Reliable in completing assignments and meeting deadlines. Accurate, neat, thorough, punctual.</i></p>					
<p>Communication <i>Verbal and written communications, and listening skills. Professional communication skills with peers, clients and supervisors. Work well with others.</i></p>					
<p>Productivity <i>Work output, speed, timeliness, effectiveness. Work habits.</i></p>					
<p>Training Others <i>Shares in development of others by mentoring, developing and sharing expertise.</i></p>					
<p>Safety <i>Met safety goals. Actively involved with safety.</i></p>					
<p>Accomplishments <i>Have you met your Safety & Personal Development Goals. List other areas or accomplishment you feel you've made this past year.</i></p>					
<p>Any category above ranked Outstanding should be documented here</p>					
<p>SUGGESTIONS: <i>(What are your ideas for improving Ops Plus and/or employee satisfaction.)</i></p>					
<p>Employee's Signature:</p>					<p>Date:</p>