



## STAFF SELF-EVALUATION

Instructions: Please evaluate your level of performance for each reviewing using the rating system below.

1- Unsatisfactory      2-Fair      3-Average      4-Good      5-Excellent      N/A-Does not Apply

### JOB KNOWLEDGE REVIEW:

- \_\_\_ 1. Possess clear understanding of the tasks and responsibilities of my job.
- \_\_\_ 2. Perform my duties in an accurate, thorough, and effective manner.
- \_\_\_ 3. Show initiative in performing my job.
- \_\_\_ 4. Meet schedules and deadlines accordingly.
- \_\_\_ 5. Assume responsibility for completion of my assigned tasks.
- \_\_\_ 6. Am courteous and helpful to students, administrators, faculty and others.
- \_\_\_ 7. Am willing to learn new concept and procedures and carry them out accordingly.

Comments:

---

---

### DEPENDABILITY REVIEW:

- \_\_\_ 1. Display exceptional performance and attitude.
- \_\_\_ 2. Do everything possible to attend work and not abuse breaks; including personal calls.
- \_\_\_ 3. Am willing to contribute to the success and development of the institution.

Comments:

---

---

PROFESSIONAL BEHAVIOR

- \_\_\_ 1. Display self-confidence via effective work with associates, subordinates, supervisors, and others.
- \_\_\_ 2. Accept supervision and suggestion for improvement.
- \_\_\_ 3. Cooperate with other department of the college.
- \_\_\_ 4. Demonstrate team work qualities and supports other members.
- \_\_\_ 5. Begin work promptly on arrival and displays time management by completing assigned task on time.
- \_\_\_ 6. Do not allow personal bias or feelings to interfere with other colleagues.

Comments:

---

---

PERSONAL QUALITIES REVIEW:

- \_\_\_ 1. Display professional appearance and hygiene in clothing, uniform, and grooming.
- \_\_\_ 2. Demonstrate mature judgement, good attitude, and self-confidence.
- \_\_\_ 3. Practice tactfulness, shows compassion and demonstrates respect for others, as well as supportive and reassuring.
- \_\_\_ 4. Am flexible when conditions warrant.
- \_\_\_ 5. Possess health and stamina for effective job performance.

Comments:

---

---

GENERAL COMMENTS:

---

---

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I have seen this report: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature