

North Central State College 20__

Performance Appraisal Self Assessment Worksheet - Part 1

Employee's Name	Title
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The appraisal process is intended to help both you and the organization. Completing this worksheet, after reviewing your job description, and returning it to your supervisor will contribute to your appraisal in two ways:

- It will assure consideration of your viewpoints as your performance is appraised
- It will assist in the productivity of the appraisal meeting.

Exceeds Expectations (EE)

Performance consistently exceeds expectations and job requirements

Meets Expectations (ME)

Performance meets and sometimes exceeds expectations and job requirements

Improvement Needed (IN)

Performance does not consistently meet expectations and job requirements

Unsatisfactory (U)

Performance fails to meet expectations and job requirements

Performance Factors and Standards	EE	ME	IN	U
Job Knowledge and Skills				
▪ Demonstrates the level of job-related knowledge and skill to accomplish required tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrates knowledge of and ability to apply college and departmental policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Maintains an appropriate level of expertise in field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Pursues expanded knowledge through job-related course work, professional development, and/or training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity				
▪ Work output matches job expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Effectively helps in the implementation of goals of the department , division and College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Completes job-related responsibilities in a timely manner, communicating in advance with a supervisor when deadlines can't be met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Factors and Standards	EE	ME	IN	U
Analytical Ability and Judgment				
<ul style="list-style-type: none"> ▪ Acknowledges and embraces diversity of thought, opinion, and approach with students and colleagues regardless of background, culture or organizational level ▪ Identifies potential issues and problems ▪ Formulates alternative solutions to problems ▪ Knows when, and when it is not, necessary to refer problems to a supervisor ▪ Acts independently while keeping supervisor informed ▪ Demonstrates appropriate prioritization of work 				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Quality of Work				
<ul style="list-style-type: none"> ▪ Produces work which satisfies organizational goals ▪ Completes work according to instructions ▪ Produces work which is well organized and professional in appearance ▪ Produces work which is thorough and complete ▪ Produces work which is free of flaws and errors 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Teamwork/Interpersonal				
<ul style="list-style-type: none"> ▪ Understands the importance of diversity in the workplace and promotes inclusion ▪ Values and supports differences in others, contributing to an inclusive work environment ▪ Works effectively with diverse faculty, staff and students ▪ Displays a positive and professional approach to the job ▪ Shows willingness to embrace people from diverse backgrounds ▪ Responds positively and accepts suggestions and guidance as appropriate ▪ Displays initiative, self-motivation, and willingness to learn ▪ Willingly shares job-related knowledge, skills, and techniques ▪ Adapts to new situations in a positive manner ▪ Engages in campus committees/events/activities and/or in the broader community, as agreed upon with manager 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

N/A

Performance Factors and Standards	EE	ME	IN	U
Communication				
<ul style="list-style-type: none"> ▪ Demonstrates the ability and willingness to interact and communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community ▪ Displays an approachable demeanor ▪ Uses active listening to promote understanding of others ▪ Organizes and expresses ideas and information clearly and effectively, using appropriate and efficient verbal and written methods 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/>
Professionalism				
<ul style="list-style-type: none"> ▪ Treats others, internal and external to the College, with respect ▪ Reports to work as scheduled, takes appropriate breaks, leaves as scheduled, and reports deviations from normal attendance ▪ Maintains personal appearance appropriate to the job ▪ Accepts responsibility for personal job performance and behavior ▪ Handles conflicts and problem situations with patience, tact, and timeliness ▪ Ensures a safe and healthy workplace ▪ Demonstrates a positive and professional approach to the job (as reflected in Attributes such as enthusiasm, helpfulness, etc. 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/>
Mission and Strategic Goals				
<ul style="list-style-type: none"> ▪ Demonstrates commitment and sensitivity to the importance of diversity in the attainment of organizational goals and objectives ▪ Mission- Providing individuals with the knowledge, skills and inspiration to succeed in their chosen paths. ▪ Strategic Goals- Access, Success, Resources. 				

In addition to the previous performance factors and standards used for the appraisal of all employees, the following 3 factors are to be considered for those in supervisory positions.

Work Environment				
▪ Fosters a positive team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Fosters a commitment to diversity and working in a diverse environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Promotes equal opportunity and protects the rights of all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Encourages and provides opportunities for subordinates to obtain and apply new skills and knowledge				
Management				
▪ Effectively plans, organizes and delegates work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Communicates performance expectations and holds staff accountable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Secures necessary resources (e.g. financial, human, technology, etc.) and monitors their effective use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Manages and resolves conflict constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Submits timely, thorough, and objective annual performance appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Prepares timely and realistic budgets and operates within budget constraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership				
▪ Instills cooperation, honest, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Sets clear expectations and holds employees accountable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Models professional and ethical workplace behavior				
▪ Empowers staff to achieve objectives				
▪ Acts to motivate, coach, and develop staff				

North Central State College 20

Professional Appraisal Self Assessment Worksheet- Part 2

Employee's Name	Title
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This page will be forwarded to the Human Resources office with your completed Performance Appraisal. If you need additional space, you may submit an attachment, with responses correlating to the numbers below.

1. Major Contributions include an important problem solved, idea successfully implemented, improvement in your job, accomplishment of work goal, or the completion of a challenging assignment.

2. Performance Difficulties Note challenges, situations, or circumstances that made you less effective than you wish to be.

3. Suggestions for Growth Indicate changes in systems or means of support that would assist you in your work.

4. Career Goals Describe your short- and long-range career goals and steps you think may contribute to greater job effectiveness or efficiency.

5. Additional comments If there are any further questions or points you would like discussed during your appraisal meeting, please note them here.

Employee's Signature

Date