

North Central State College 2019

Performance Appraisal Self Assessment Worksheet—Part 1

Employee Name _____

Title _____

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"/>
Analytical Ability and Judgment				
▪ Identifies potential issues and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Formulates alternative solutions to problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knows when, and when it is not, necessary to refer problems to a supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Acts independently while keeping supervisor informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrates appropriate prioritization of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work				
▪ Produces work which satisfies organizational goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Completes work according to instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Produces work which is well organized and professional in appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Produces work which is thorough and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Produces work which is free of flaws and errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Factors and Standards	EE	ME	IN	U
Teamwork/Interpersonal				
▪ Displays a positive and professional approach to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Responds positively and accepts suggestions and guidance as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Displays initiative, self-motivation, and willingness to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Willingly shares job-related knowledge, skills, and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Adapts to new situations in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Contributes to an environment that reflects a clear focus and team spirit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ 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"/> N/A Not Applicable			
Communication				
▪ Displays an approachable demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Uses active listening to promote understanding of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ 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				
▪ Treats others, internal and external to the College, with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Reports to work as scheduled, takes appropriate breaks, leaves as scheduled, and reports deviations from normal attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Maintains personal appearance appropriate to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Accepts responsibility for personal job performance and behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Handles conflicts and problem situations with patience, tact, and timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensures a safe and healthy workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrates a positive and professional approach to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mission and Strategic Goals				
▪ Mission- Providing individuals with the knowledge, skills and inspiration to succeed in their chosen paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Strategic goals- Access, Success, Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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"/>
▪ 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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

▪ 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Empowers staff to achieve objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

North Central State College

Performance Appraisal Self Assessment Worksheet—Part 2

Employee Name

Title

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 a 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 Signature

Date