

# Employee Performance Self-Review

Employee's Name:

Title:

Supervisor:

Company:

Review Period:

5_ Exceptional:	Performance is consistently superior and significantly exceeds position requirements.	5_ Exceptional	4_ Highly Effective	3_ Proficient	2_ Inconsistent	1_ Unsatisfactory	N/A_ New/Not Applicable
4_ Highly Effective:	Performance frequently exceeds position requirements.						
3_ Proficient:	Performance consistently meets position requirements.						
2_ Inconsistent:	Performance meets some, but not all position requirements.						
1_ Unsatisfactory:	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.						
N/A_ New/Not Applicable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.						
1. Skill and proficiency in carrying out assignments and projects. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
2. Possesses skills and knowledge to perform the job competently. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
3. Skill at planning, organizing and prioritizing workload. (For self and direct reports, if applicable) <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
4. Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
5. Proficiency at improving work methods and procedures as a means toward greater efficiency. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
6. Communicates effectively with supervisor, peers, and customers. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
7. Ability to work independently. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Ability to work cooperatively with supervision or as part of a team. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
8. Willingness to take on additional responsibilities. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
9. Reliability (attendance, punctuality, meeting deadlines) <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
10. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
11. Adherence to company dress code (business casual, clean scrubs, covered tattoos, neat hair etc)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

Job Satisfaction:

Please provide specific feedback on overall satisfaction with current role. This can include information about work-load (too much work, too little work), level of interest (are you challenged), and hours (too many, not enough).

Development Opportunities/Areas for Improvement:

Please use this space to indicate what areas you'd like to have the opportunity to further develop your career and expand your current role; this can include new skills, new projects, new departments etc. Areas for improvement should include things that you would to improve upon. (e.g., communication)

General Summary:

Please use this space to provide a general summary/ overview of this review year; this should include accomplishments. (non-project specific tasks)