

A Sample Self-Assessment Annual Performance Evaluation Form Non-Probationary, Classified Employees

Employee Name: Jane Smith	PeopleSoft ID#: 100012345	Position #: 00044
Department: English Department	Date prepared: August 5, 2008	

Core Responsibilities, Special Assignments & Departmental Values

Core Responsibility	Evaluation	
1	<input checked="" type="checkbox"/> Contributor <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Below Contributor	
	Positive Factors	Areas For Improvement
	In my supervision of Kate, the Office Services Assistant, I have observed that she has learned her position very quickly. She has told me often that she feels encouraged in her job and our working relationship. All performance management deadlines have been or are being met.	I need to help Kate more on the technical aspect of her job and how it fits into the big picture.
	Additional Comments	
	I'd like to update Kate's position description to include student/department scheduling. I think it would challenge her a bit more and help her learn a new program.	
2	<input checked="" type="checkbox"/> Contributor <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Below Contributor	
	Positive Factors	Areas For Improvement
	I think I have done a good job maintaining the Director's schedule and making her appointments. I always make sure needed repairs are made quickly.	I'd like to work on sending out correspondence and e-mails that are error free. Even though I proof-read them before I send them, I still seem to make mistakes. I feel like I need to show more attention to detail in my role as building coordinator.
	Additional Comments	
	I would like help with correspondence and e-mails before I send them out. I feel embarrassed occasionally with my grammatical errors.	
3	<input type="checkbox"/> Contributor <input type="checkbox"/> Extraordinary Contributor <input checked="" type="checkbox"/> Below Contributor	
	Positive Factors	Areas For Improvement
	Student records are accurate and well-managed.	There are times when the office is full of students and I find myself disorganized when that happens. I feel like I can't control the flow of students during certain hours.
	Additional Comments	

It would help to know when the peak times are. I could prepare a plan to handle the crowd better. Can I make a proposal and have you review it?

4	<input type="checkbox"/> Contributor <input checked="" type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Below Contributor	
	Positive Factors	Areas For Improvement
	Because of all the work I put in with managing the budget and developing the new spreadsheet system, the department now has the ability to make projections and create budget reports we have never had before.	
	Additional Comments	
I plan to sign up for Advanced Excel training now that I have mastered basic excel.		
5	<input checked="" type="checkbox"/> Contributor <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Below Contributor	
	Positive Factors	Areas For Improvement
	The Faculty Planning Process has gone pretty smoothly.	I find the process boring. I know I'm not as enthused with this part of my job and I guess I'm not as proactive as I should be.
	Additional Comments	
Is there anything I can do to make this responsibility more interesting or is this just the way it has to be?		
Overriding Departmental Values	<input type="checkbox"/> Contributor <input type="checkbox"/> Extraordinary Contributor <input checked="" type="checkbox"/> Below Contributor	
	Positive Factors	Areas For Improvement
	I am willing to do anything for the department.	At times, the students are hard to please making it difficult to serve them effectively.
	Additional Comments	

Special Assignments and Rating

Special Assignments	<input type="checkbox"/> Contributor <input checked="" type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Below Contributor	
	Positive Factors	Areas For Improvement
	I am now co-chairing of the Staff Advisory Council. I think we have been able to accomplish more than we imagined would be possible.	
	Additional Comments	

Overall Results & Rating

An employee must receive at least one 'Notification of Extraordinary Contribution' before the first workday in September in order to be eligible for an overall "Extraordinary Contributor" rating during the same performance cycle. However, receipt of such a notification does not guarantee an overall rating of 'Extraordinary Contributor'.

An employee must receive at least one 'Improvement Needed Notification Form' before the first workday in September or a Written Notice in order to be eligible for an overall "Below Contributor" rating during the same performance cycle. An employee who earns an overall rating of "Below Contributor" must be reviewed again within three months.

<input checked="" type="checkbox"/> Contributor <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Below Contributor

Signatures

Supervisor's Comments:		
Supervisor's Signature:	People Soft ID#	Date:

Supervisor's Name Printed:	Position Number
Reviewer's Comments:	
Reviewer's Signature:	Date:
Reviewer's Name Printed:	Position Number
Employee Comments: (Please check the box below only if it applies) <input type="checkbox"/> I was not given an opportunity to provide a self-assessment I enjoy working for you and in the English Department. Thank you for helping me be successful in my job.	
Employee's Signature:	Date: August 5, 2008
Employee's Name Printed: Jane Smith	People Soft ID# 100012345