

**TURTLE MOUNTAIN COMMUNITY COLLEGE
SELF-EVALUATION FORM**

EMPLOYEE:		JOB TITLE:	
DEPARTMENT:		DATE:	

The Self-Evaluation Form is provided as a tool for the rating supervisor and the employee to use in assessing and discussing job performance. The focus of the review process should be to establish a mutual understanding between the supervisor and the employee on the requirements for effective job performance.

Process for Completion of the Self-Evaluation Form:

1. The employee reviews the current job description.
2. The employee prepares the Self-Evaluation Form, using the Rating Factor Guide to rate his/her performance on the factors. Where useful or relevant, provide examples to support the rating.
3. Employee completes Individual Professional Development Plan.
4. Employee presents completed forms to supervisor.

Rating Scale

SUPERIOR: Performance of job requirements noticeably exceed established expectations and standards for quality, quantity and timeliness: outcomes are well above fully competent performance; performs more than asked explores improved methods of accomplishing tasks, and small room for improvement.

EXCEEDS REQUIREMENTS: Performance of job requirements exceeds established expectations or requirements for quality, quantity, and timeliness; and while performance at this level can still be improved, and employee at this level exceeds the performance expected of a fully capable employee in most aspects of job performance.

COMPETENT: Performance of job requirements achieves acceptable and standard results expected by the department. Periodic incidents of superior or problem work performance are typical in the class of work performed.

REQUIRES IMPROVEMENT: Performance of some job requirements is unacceptable and does not achieve results expected by the department. Incidents of problem work performance are not typical in the class of work performed and improvement is required.

UNSATISFACTORY: Performance of some job requirements is consistently unacceptable. Counseling and training has not resulted

PERFORMANCE FACTORS

1. Mission Statement: Assess understanding to and integration of mission and goals.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Superior Exceeds Requirements Competent Requires Improvement Unsatisfactory	<input type="checkbox"/>
Comments:			
2. Job Knowledge: Assess understanding of job and demonstrate skill level to do job effectively.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Superior Exceeds Requirements Competent Requires Improvement Unsatisfactory	<input type="checkbox"/>
Comments:			

3. Cooperation with Co-workers: Assess effectiveness of working relationships (communications, cooperativeness, and teamwork).	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
		Factor Not Applicable <input type="checkbox"/>
4. Responsibility: Assess accountability assumed for effective job completion (accuracy, timeliness, and implementation).	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
		Factor Not Applicable <input type="checkbox"/>
5. Organization: Assess coordination and arrangement of work for effective completion.	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
		Factor Not Applicable <input type="checkbox"/>
6. Attendance: Assess work attendance record (use of leave time, reporting and leaving work).	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
		Factor Not Applicable <input type="checkbox"/>
7. Acceptance of Supervision and Organizational Procedures: Assess observance of work directions/ instructions, procedures, work rules, and College policies.	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
		Factor Not Applicable <input type="checkbox"/>
8. Judgment and Comprehension: Assess understanding and resolution of work problems and decisions (practical and common sense).	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
		Factor Not Applicable <input type="checkbox"/>

9. Work Habits: Assess effectiveness of work behavior (attention to work requirements and proper use of equipment).	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Factor Not Applicable
10. Safety: Assess effectiveness of safety behavior and observance of safety rules.	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Factor Not Applicable
11. Customer Service: Assess effectiveness in working with the public (tact and cooperativeness).	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Factor Not Applicable
12. Overall employee rating:	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Factor Not Applicable
Complete the following factors for supervisory personnel.		
13. Supervision: Assess effectiveness of direction, coordination, discipline, and leadership of staff.	<input type="checkbox"/>	Superior
Comments:	<input type="checkbox"/>	Exceeds Requirements
	<input type="checkbox"/>	Competent
	<input type="checkbox"/>	Requires Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Factor Not Applicable

INDIVIDUAL PERFORMANCE & DEVELOPMENT PLAN

(Attach additional sheets as necessary)

Large empty rectangular area for writing the performance and development plan.

Employee's Signature:		Date:	
Supervisors Signature:		Date:	

EMPLOYEE'S COMMENTS

(Attach additional sheets as necessary)

Please provide any additional information you feel is important in understanding our current performance.

My signature below certifies that the information contained within this self-evaluation is true, accurate, and complete to the best of my knowledge.

Employee's Signature:		Date:	
--------------------------	--	-------	--

My signature below certifies only that I have received this document.

Supervisors Signature:		Date:	
---------------------------	--	-------	--