



Employees are encouraged to prepare a self assessment to facilitate discussion during the evaluation with their supervisor. Although the self assessment is not required, preparing it does provide the employee an opportunity to participate in the process and it allows both the employee and evaluator to share feedback and clarify expectations. The self assessment should be retained by the employee.

PART I: YOUR INFORMATION

Your Name: [text box]

Classification: [text box]

Evaluation Period: From: (mm/yy) [] / [] To: (mm/yy) [] / []

PART II: PERFORMANCE REVIEW

List your major responsibilities:

[Large empty text box for listing major responsibilities]

Review the seven (7) dimensions of performance. Note your accomplishments and challenges during the evaluation period. Indicate your level of performance using the scale provided below:

5 = Superior 4 = Above Satisfactory 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

1) Knowledge of policies, procedures, and programs:

Scale: []

Demonstrates organizational awareness; knows administrative policies and procedures; has knowledge of business practices; provides accurate information on policies and procedures; makes information easily accessible to all members of the campus community.

Comments:

[Text box for comments on knowledge of policies, procedures, and programs]

2) Skills and Abilities:

Scale: []

Demonstrate data analysis skills, written and verbal communication abilities, information technology skills, judgement, problem solving and decision making skills, teamwork, project coordination, work practices and contributions to the campus, CSU or community. Refer to P530.17 for full description; select four skills and abilities and comment below.

Comments:

[Text box for comments on skills and abilities]

3) QUALITY:

Scale: []

Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Comments:

[Text box for comments on quality]

4) USER FRIENDLY INTERACTIONS:

Scale:

Acts/behaves in a manner that reflects respect, courtesy and civility, appreciation, empathy, trust, inclusion and consultation. Establishes and maintains effective work relationships; offers assistance and support to co-workers. Understands lines of reporting, responsibility, and accountability. Provides accurate information; makes information easily accessible to all members of the campus community.

Comments:

5) QUANTITY (Includes attendance and punctuality):

Scale:

Completes work in a timely manner. Schedules time off in advance; follows department procedures for requesting and reporting use of leave; ensures work responsibilities are covered when absent; arrives at appointments and meetings on time. Strives to increase productivity.

Comments:

6) PLANNING AND RESULTS:

Scale:

Prioritizes and plans work activities to meet unit, department and college priorities and timelines; identifies needed resources; plans and utilizes existing and new resources efficiently; accommodates multiple demands for commitment of time energy and resources; adapts to changing priorities, situations and demands; integrates changes.

Comments:

7) CREATIVITY AND INNOVATION:

Scale:

Engages in creative problem solving; thinks globally; knows how to re-engineer processes; is open and receptive to new ideas.

Comments:

8) OVERALL RATING:

Scale:

Add the ratings and divide by the number of dimensions rated. Describe your overall performance.

Comments:

PART III: PERFORMANCE DEVELOPMENT PLAN

List the development objectives you've achieved during the evaluation period. Next, list your developmental objectives, the activities through which you propose to achieve them and the projected time frames.

Comments:

Identify assistance and resources you need to achieve your development objectives:

Comments: