

Employee Name: _____

DRAFT / SELF-EVALUTION - PLEASE COPY
NOTES DIRECTLY TO NEOGOV -
ONBOARD

General Information

Position: _____ Department: _____ Evaluation Type: Annual
Division: _____ Class Spec: _____

Rating Summary By: _____

Content

COMPETENCY SECTION | TEXT ONLY

Summary of Essential Duties and Responsibilities

Summary of essential duties and responsibilities

COMMENT

COMPETENCY SECTION | ANNUAL STAFF - QUANTITY RATING SCALE

1. Performance Factors - Quantity

1 of 11 Factors Evaluating Employee Annual Performance

Quantity

NAME	COMMENT
Unsatisfactory	<div style="border: 1px solid #ccc; height: 150px;"></div>
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

2. Performance Factors - Quality

Quality

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

3. Performance Factors - Service Concept

Service Concept

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

4. Performance Factors - Job Skills and Knowledge

Job Skills and Knowledge

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

COMPETENCY SECTION | ANNUAL STAFF - WORKING WITH OTHERS RATING SCALE

5. Performance Factors - Working with Others

Working with Others

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

COMPETENCY SECTION | ANNUAL STAFF - ORAL/WRITTEN COMMUNICATION RATING SCALE

6. Performance Factors - Oral/Written Communication

Oral/Written Communication

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

7. Performance Factors - Initiative

Initiative

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

8. Performance Factors - Adaptability

Adaptability

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

9. Performance Factors - Attendance

Attendance

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

10. Performance Factors - Safe Work Practices

Safe Work Practices

NAME	COMMENT
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

Optional - Other Job Factors

Other Job Factor

This section is open for you to assign any other job factors that make need to be added for assessment.

COMMENT

Current Review Period - Objectives and Accomplishments

Objective 1

COMMENT

Accomplishment 1

COMMENT

Objective 2

COMMENT

Accomplishment 2

COMMENT

Objective 3

COMMENT

Accomplishment 3

COMMENT

Objective 4

COMMENT

Accomplishment 4

COMMENT

COMPETENCY SECTION | SUMMARY EVALUATION

Overall Performance Evaluation

Summary Evaluation

NAME	COMMENT
Unsatisfactory	<div style="border: 1px solid #ccc; height: 155px;"></div>
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

QUESTIONNAIRE SECTION | TEXT ONLY

Employee Comments

I have participated in a discussion of this evaluation: Yes or No

COMMENT

I wish to discuss evaluation with Reviewing Officer: Yes or No

COMMENT

Employee Comments

COMMENT

Overall Rating

COMMENT

Rating Scales

Summary Evaluation

NAME	DESCRIPTION
Unsatisfactory	
Needs Improvement	
Satisfactory	
Very Good	
Excellent	

Annual Staff - Quantity Rating Scale

Annual Staff Performance Evaluation - Quantity Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Job outputs are seriously deficient.
Needs Improvement	Job outputs are inconsistent with requirements.
Satisfactory	Job outputs meet the expectations of the position.
Very Good	Job outputs occasionally exceed requirements.
Excellent	Job outputs consistently exceed what is expected.

Annual Staff - Quality Rating Scale

Annual Staff Performance Evaluation - Quality Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Completed work is lacking in detail, thoroughness and completeness.
Needs Improvement	Quality is evident in some but not all outputs.
Satisfactory	Work outputs compare to the quality expected for the position.
Very Good	Quality of work is very thorough, accurate and effective.
Excellent	All work outputs are consistently accurate and thorough, error free.

Annual Staff - Service Concept Rating Scale

Annual Staff Performance Evaluation - Service Concept Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Service to users is seriously lacking, generates complaints.
Needs Improvement	Attention is needed to provide consistent service.

Satisfactory	Attention to good service is regularly provided to users.
Very Good	Occasionally goes beyond the routine to provide effective service.
Excellent	Consistently exceeds the routine to provide effective service.

Annual Staff - Job Skills and Knowledge Rating Scale

Annual Staff Performance Evaluation - Job Skills and Knowledge Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Lacks the basic job knowledge to perform at a satisfactory level.
Needs Improvement	Processes some knowledge, more is required to be effective.
Satisfactory	Knowledgeable in performing regular and routine assignments.
Very Good	Possesses knowledge to address non-routine issues/problems.
Excellent	Knowledge is sufficient to handle any assignment, the most complex.

Annual Staff - Working with Others Rating Scale

Annual Staff Performance Evaluation - Working with Others Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Interpersonal skills are deficient resulting in conflict and problems.
Needs Improvement	Some skills are adequate, development would assist effectiveness.
Satisfactory	Working relationships are positive and produce effective individual results.
Very Good	Working relationships contribute to a very positive environment.
Excellent	Approaches inspire teamwork and increased efforts by others.

Annual Staff - Oral/Written Communication Rating Scale

Annual Staff Performance Evaluation - Oral/Written Communication Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Efforts are lacking in clarity and effectiveness.
Needs Improvement	Some skills are adequate, more development needed.
Satisfactory	Skills meet the requirements to perform the duties assigned.
Very Good	Skills are advanced and contribute to greater effectiveness.
Excellent	Skills are highly advanced and serve for the greatest productivity.

Annual Staff - Initiative Rating Scale

Annual Staff Performance Evaluation - Initiative Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Demonstrates none, all assignments are provided by others.
Needs Improvement	Shows response in only those areas of personal interest.
Satisfactory	Initiative is adequate to meet the needs of the position.
Very Good	Demonstrates initiative regularly in an effective manner.
Excellent	Initiative is consistent and enhances the position, department, etc.

Annual Staff - Adaptability Rating Scale

Annual Staff Performance Evaluation - Adaptability Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Resistant to change, does not comply nor participate.
Needs Improvement	Accepts few changes, responds only to some changes.
Satisfactory	Accepts change and applies new changes.
Very Good	Embraces change and helps incorporate change.
Excellent	Anticipates change, suggests change, works to bring about effective transition.

Annual Staff - Attendance Rating Scale

Annual Staff Performance Evaluation - Attendance Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Absenteeism is a frequent problem without correction.
Needs Improvement	Absenteeism is a cause for concern, below average with the department.
Satisfactory	Attendance has been acceptable, about average with the department, reliable.
Very Good	Attendance is above average, very reliable.
Excellent	Attendance is far above department average. Extremely reliable.

Annual Staff - Safe Work Practices Rating Scale

Annual Staff Performance Evaluation - Safe Work Practices Performance Factors

NAME	DESCRIPTION
Unsatisfactory	Never follows safety guidelines, risk to self and others.
Needs Improvement	Inconsistently follows guidelines, potential risk.
Satisfactory	Follows safety guidelines adequately.

Very Good

Follows all safety guidelines, regardless of perceived level of safety.

Excellent

Safe work practices exceed department standard, extremely safe.