

Performance Review: Self-Assessment

RESPONSIBILITIES: PLEASE LIST YOUR TOP 10 RESPONSIBILITIES AND RECORD YOUR SELF-RATING NEXT TO THE RESPONSIBILITY:

<p>0 Does Not Meet Standards RESPONSIBILITY"</p>	<p>1 Partially Meets Standards</p>	<p>2 Meets Standards</p>	<p>3 Exceeds Standards</p>	<p>4 Consistently Exceeds Standards</p>
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				

SELF-RATING:

WORK HABITS:

**I feel that I am
Compliant in this area:**

**I feel that I need to
work on this area:**

Attendance:	_____	_____
Punctuality:	_____	_____
Cooperation with Coworkers:	_____	_____
Compliance with Rules:	_____	_____
Attitude:	_____	_____
Computer/Phone Personal Use:	_____	_____
(Personal phone calls, facebook, youtube down-time)		
Quality of work		

(accurate, complete & in accurate form) _____

Quantity of work _____

(Completes assigned work efficiently) _____

SKILLS:

What skills do you think you have become better at in the past 4 months?

What skills would you like to get better at?

How can we help you feel supported and successful at your job?

Other items you would like to discuss:
