

Civil Service Employee Self Evaluation Form

Name:

Department:

Title:

Date:

Instructions for Completing this Form

- Complete this form **prior to the annual performance review** with your supervisor.
- Make a copy of the completed Self Evaluation Form for your supervisor in advance of the meeting.
- The goal of this form is to provide information from which you and your supervisor, working together, can create goals and action plans.
- Select a rating for each of the core competencies using the rating guide below.

Using the drop down arrow, select the measurement you think best describes your performance in each skill area. In the comment section, please describe how you exhibit performance in this area.

RATING SCALE

Exceeds Standard:

Performance is repeatedly above expectation.

Meets Standard:

Performance meets expectation.

Needs Improvement:

Performance is sometimes below expectation.

VALUES – Performance / Character

1. **Service Over Self** – Places subordinates and organization mission before self in actions, behavior, judgments.

2. **Embrace Change** – Opens pathways to opportunity, operates comfortably in a contemporary, dynamic environment, challenges convention appropriately.

3. **Courage** – Displays self-control; calm under pressure.

4. **Expect Excellence in All** – Sets high expectations for self and others; honors quality contributions of others.

5. **Live, Love, Learn** – Exhibits dignity and respect for all, seeks self-improvement, takes personal responsibility.

How I can improve in this area:

Employee Answers To Self Evaluation

D Keegan



Employee Answers To Self Evaluation:

The Performance Appraisal Question and Answer Book Richard C. Grote, 2002 Most managers hate conducting performance appraisal discussions What's worse few feel confident in their ability to accurately assess the performance of a subordinate In *The Performance Appraisal Question and Answer Book* expert Dick Grote answers over 100 of the most common and most difficult questions about this vitally important but often misunderstood and misused tool including How should I react when an employee starts crying during the appraisal discussion or gets mad at me Which is more important the results the person achieved or the way she went about doing the *The HR Answer Book* Shawn A. Smith, Rebecca A. Mazin, 2011 With changes in the economy the job market technology and the law human resources professionals and department managers alike are facing new challenges Luckily the second edition of *The HR Answer Book* covers these developments and addresses more than 200 questions that every employer needs to deal with from recruiting and hiring to discipline and downsizing compensation and benefits to training and employee relations The new edition contains revised and expanded sections on FMLA health insurance changes and compensation laws as well as information on salary reductions and using social networking to recruit employees It is also packed with ready to use tools and checklists including 10 Questions to Ask Before Scheduling an Interview Job Applicant Flow logs Performance Goals forms Exit Interview Questionnaire And more *The HR Answer Book* is an easy to use problem solver that can be read cover to cover or as a quick reference in specific situations

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Evaluating Performance and Progress Project Head Start (U.S.), 1969

The Complete Idiot's Guide to Performance Appraisals Adele Margrave, Robert Gorden, 2000-12-01 Covers the performance review from goal setting to evaluation with examples of forms and techniques provides advice for effective communication and includes legal tips

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shopping experiences powered by the use of mobile devices has helped nearly double the number of retail stores in operation since the last edition Updated with emerging trends new resources and case studies this revised guide provides the tools to help retail savvy entrepreneurs start a successful retail business Employment Security Review ,1949 *Supervision of Low-skilled Employees, a 5-day Public Service Careers Sponsored Program Developed by the General Management Training Center; Guide for Instructors* United States Civil Service Commission,1971 **SHRM-CP and SHRM-SCP Practice Exams**
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