

**SELF-EVALUATION**  
**SUPERVISORY/PROFESSIONAL**

Honest assessment is the foundation for a successful evaluation process. As part of the planning for any evaluation, the staff member should ask himself/herself some questions relative to this period's performance.

Think about the total job. How effectively are responsibilities being accomplished? Which activities are critical to creating results?

Compare actual results with the agreed upon goals/expectations and desired performance behaviors.

What could have improved the results and/or performance behaviors?

Analyze the "whys" of performance. Do you possess the necessary knowledge, skills, and behaviors? Are your work habits positive? Do you have adequate resources? Are you utilizing all available resources? You have the option of having this self-evaluation become a part of the formal evaluation document or utilized only for discussion purposes.

**GOAL STATEMENTS/REVIEW/EVALUATION**

List the 3 to 5 agreed upon key goals to be accomplished. Taking into consideration the standards like quality, quantity, cost timeliness, evaluate the results accomplished. Use the performance definitions below and/or use comments, noting specific accomplishments, goal modification, areas for improvement.

Goal Statement	Review/Evaluation
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<b>Mid-Year Review</b> (Results Mid-Year)	<b>Overall Evaluation</b> (Results Year-End)
On Target; no new action required	Exceeds Expectations: Goal attainment exceeded established standards
Off Target; corrective action discussed	Achieves Expectations: Goals achieved within established standards
	Needs Improvement: Minimal goal attainment
	Unacceptable: No goal attainment