



## Sample Performance Self Evaluation

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Division: \_\_\_\_\_ Dept: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please evaluate your performance in the last 12-months based on the scale below. Please provide an example in the space below to justify your rating. You may also use the space below for other comments as necessary.

	Exceptional (4)	Above Average (3)	Satisfactory (2)	Needs Improvement (1)	Unsatisfactory (0)
1. Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Resource Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Program Monitoring and Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Business Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Culture & Talent Playbook

	Exceptional (4)	Above Average (3)	Satisfactory (2)	Needs Improvement (1)	Unsatisfactory (0)
6. Professional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Quality of work accomplished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communication (internal/ external)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Leadership/Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Initiative/Self Starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Team Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Culture & Talent Playbook

	Exceptional (4)	Above Average (3)	Satisfactory (2)	Needs Improvement (1)	Unsatisfactory (0)
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please copy and paste last year's Individual Development Plan Goals below

Have you met all of your goals? If not, please comment below

Proposed Individual Development Plan Goals for upcoming year

1. Productivity/Quality:

**2. Lifelong Learning/Professional Education:**

**3. Relations/Networking/Professionalism:**

**Please copy and paste your current Job Description and Responsibilities**

Have you met all of your responsibilities? If not, please comment below

Overall  
Rating: \_\_\_\_\_ out of 48

Rating  
Scale:

48-44	Performance is outstanding and consistently exceeds acceptable standards.
43-30	Performance is frequently above acceptable standards.
29-14	Performance consistently meets acceptable standards.
13-0	Performance is consistently below acceptable standards.



## Culture & Talent Playbook

### Employee Comments

Employee Signature		Date	

For Office Use Only			
Reviewed by		Reviewed Date	