

# Performance Appraisal - Self Assessment Form

NAME:

LOCATION:

POSITION:

DATE:

*Employee Instructions: In preparation of your upcoming performance review, please complete all 6 questions and return this form to your supervisor by \_\_ \_\_. Your thorough and timely completion of this process will help to facilitate a fair and comprehensive review of your accomplishments and provide information to best align your goals and responsibilities with organizational needs.*

**1. Please answer the following questions.**

Have you attended ALL required agency meetings and trainings? If not, indicate why in comments section below.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check which value best represents your attendance pattern: <input type="checkbox"/> I have not missed a scheduled shift nor have been late (over 5 minutes) this past year (2011). <input type="checkbox"/> I occasionally (3 times or less) have schedule conflicts and have needed to request unplanned time off (even if sick or vacation days time used), and/or have been late up to 3 times this year. <input type="checkbox"/> I frequently have needed time off this past year and/or have needed scheduling changes (not approved accommodations) due to personal conflicts and/or I am often late (more than 5 minutes ) to shifts.
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Comments:

**2. Tell us what contributions and achievements you believe you have made over the past year at New Haven (or since your time of hire if less than one year).**

**3. In which ways do you need or want to improve and/or do you desire to develop more expertise in? Note any areas where you may like to be more involved or develop further expertise within at New Haven? Note any steps you think would be helpful and/or resources /support you need to accomplish these objectives.**

**4. Studies have shown that high employee and customer satisfaction are closely linked. What are your ideas for improving New Haven's client (youth, parents, and counties/districts) and/or employee satisfaction and retention?**

**5. Tell us what motivates you the most. Please check your top 2 motivators.**

Merit Increases    Achievement Rewards    Time Off    Freedom    Involvement    Advancement    Self-Development    Recognition    Praise    Gifts    Organizational events    Other:

Thank you for completing your Employee Self-Assessment (be sure to complete both sides)!  
(Please return to your supervisor by the date indicated on the front)

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## SELF EVALUATION

**6. Now, evaluate yourself (per the rating scale indicated below) in all the categories noted, based on your perception of your experience here this past year. If a category does not apply, simply indicate N/A.** Your supervisor will use your data as feedback as well as a benchmark for communication with your regarding your performance.

### Scale

(1) - I am having difficulty understanding or achieving success  
(new to the organization or lack sufficient skills/experience to achieve the desired success).

(2) - I am still developing needed skills/ experience to be fully competent

(3) - I consistently do what is expected and needed to agency expectations

(4) - I consistently exceed standards

<b>A.</b> How well do think you understand the information required to do your job? Are you aware of the policies, processes, and standards of New Haven as it relates to these skills? Do you know about and apply best practices?	Rate 1.2.3.4
<b>B.</b> Do you report information accurately? Do you consistently provide needed and required information on a timely basis? Do you have an eye towards accuracy, confidentiality and professionalism?	Rate 1.2.3.4
<b>C.</b> Are your work relationships (with residents, co-workers, our customers, vendors) positive, helpful, respectful, and responsive? Do you perceive that you get along well with others?	Rate 1.2.3.4
<b>D.</b> How attentive do you think you are to responding to and maintaining organizational needs and standards? Are you consistently attentive to ensuring a safe, clean, & positive environment? Do you adhere to all standards & requirements as they relate to your position?	Rate 1.2.3.4
<b>E.</b> Are you able to address problems proactively? Do you believe your choices reflect good judgment, resolve issues, reflect agency expectations and/or communicate New Haven's interests?	Rate 1.2.3.4
<b>F.</b> Do you assist with building ideas or constructive problem-solving , communicating with enthusiasm and direction? Do you address problems pro-actively? Can you help with maintaining agency focus? Do you communicate and believe in our mission?	Rate 1.2.3.4

**Comments:**

## DATA UPDATES

*Please update us on changes that have occurred in your personal information if there is any question as to whether you have updated in our Employee Information System (HR). As always, continue to notify HR as changes occur.*

Home Address (if changed):

<b>Your Contact Information</b> (if changed)	<b>Personal Email</b> (If changed):	<b>Update Emergency Contact:</b> (Person & Number):	<b>Driver's License Expiration Date</b> (Provide HR w an update as you receive a new one)
Cell: Home:			Is this a CA D/L? <input type="checkbox"/> Yes <input type="checkbox"/> No

Any education completed that you would like us to know about (since time of hire)?  Yes  No  
(Provide supporting information to HR, educational adjustment may be applicable)

Note skills that you possess or may have acquired: Examples: Educational certifications, languages, sports or creative interests, technical , medical, or trades related (construction, culinary arts, etc.).

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