

**Self-Evaluation – Performance Rubric & Goals**

**Performance Accountabilities**

Performance Ratings:

- **Exceeds Expectations:** Exhibits and remains current with in-depth knowledge of processes, procedures, skills, regulations, equipment, and materials.
- **Meets Expectations:** Demonstrates and applies the basic knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.
- **Does Not Meet Expectations:** Is deficient in the necessary knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.

Used constructively, this program of performance evaluation can prove to be a valuable tool regarding individual career advancement and result in increased productivity.

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Attitude</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Positive approach and disposition toward coworkers and/or job responsibilities.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Communication</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively communicates key decisions and encouraged two-way communication in a timely fashion.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Professionalism</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handles conflict resolution, sensitivity, and confidentially appropriately. Interacts effectively with all stakeholders and maintains a professional appearance and demeanor.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Visionary Leadership</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to adapt and support change. Is a visionary change agent and innovator and has improved workforce environment to meet strategic objectives.					
Employee Comments					

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		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Initiative</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self motivated and works without supervision.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Knowledge</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledgeable with equipment, materials, skills processes, and procedures.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Organization</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to prioritize, stay on task, and effectively manage workload.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Quality of Work</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes work on time and meets quality standards. Follows laws, regulations, and Board Policies.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Workplace Safety</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows all safety protocols. Is able to facilitate, evaluate, and implement changes when necessary.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Teamwork</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works cooperatively and collaboratively as a team member in support of the districts mission and strategic objectives.					
Employee Comments					

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		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Punctuality and Attendance</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respects scheduled hours, consistently punctual, and give appropriate notice for absences.					
Employee Comments					

		N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<b>Other</b>	Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Describe a performance area not listed above and the employees performance in regards to the area.					
Employee Comments					

**Performance Summary (please include all significant aspects of this evaluation period)**

**Employee Self-Evaluation Comments**

**Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)**

**Employee Self-Evaluation Comments – Growth / Goals**