CITY OF MANOR
EMPLOYEE SELF EVALUATION

EMPLOYEE NAME	DEPARTMENT	POSITION
	EVALUATION PERIOD	EVALUATION DATE
	Month, Year – Month, Year	

Rating	Performance	Definition
6	**Outstanding** Far exceeds all expectations	Generally applies to the top 1% of all employees in the workplace. This person's overall skills and abilities greatly exceed all expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Consistently outstanding results beyond the scope of the performance plan over the entire period. Anticipates the City's needs and executes plans flawlessly.
5	**Excellent** Exceeds all expectations	Generally applies to the top 5-10% of all employees in the workplace. This person's overall skills and abilities greatly exceed the expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond the scope of the performance plan in some key areas of responsibility over entire performance period.
4	**Very Good** Meets all expectations	Generally applies to the next 20-25% of employees. Occasionally exceeds performance expectations of the position. Performed the most difficult parts of the job competently and thoroughly. Contributed significant results on their own initiative. Worked with a high level of independence, initiative, and concern for the quality of the work or service produced for the city.
3	**Fair** Meets Minimum Expectations	Generally applies to 40-50% of employees. Met expectations of the position and is competent in the performance of responsibilities.
2	**Needs Improvement** Meets some Expectations	Generally applies to 20%. Often failed to meet performance expectations of the position. Performance was generally adequate, but is deficient in one or more key areas and will require additional training or assistance to fully achieve expectations.
1	**Poor** Fails to meet most expectations	Generally applies to the bottom 4% of employees. Performance was well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion, or termination of employment.
0	**Unsatisfactory** Fails to meet all expectations	Generally applies to the bottom 1% of employees. Performance was well below expectations in all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employees should be evaluated for continuation of current position, demotion, or termination of employment.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your last review?

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2. In what areas could you have used more training or experience?

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3. What, if anything, could your supervisor have done to help you be more efficient and effective?

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4. Do you have skills now that you are not using, or that you feel are under-utilized, that you would like to use more?

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5. What activities have you initiated, or actively participated in, to encourage camaraderie and teamwork within your department and/or office? What was the result?

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Evaluate yourself on all factors that apply to you since your last evaluation, or date of hire if employed here less than one (1) year. If a category does not apply o you, please indicate N/A.

Rating Scale: **6**- Outstanding   **5** – Excellent   **4**- Very Good   **3**-Fair
                   2- Needs Improvement   **1**-Poor   **0**- Unsatisfactory

Category	Self-Rating
a. Technical Skills related to your specific job	_____
b. Technical Knowledge (up to date on industry/discipline legislature, articles, and best practices)	_____
c. Quality of Work Product (comprehensive, accurate, timely, etc.)	_____
d. Employee Policies & Procedures (knowledge & compliance)	_____
e. Technology Skills	_____
f. Time Management & Organizational Skills	_____
i. Interpersonal Skills (positive attitude; ability to get along well with co-workers)	_____
j. Communication Skills- Verbal/Written (reports, emails, presentations)	_____
k. Leadership Skills (applies to all employees)	_____
l. Collaboration/ Teamwork	_____