

Supervisory Self-Evaluation

Employee Name:	<input type="text"/>	Job Title:	<input type="text"/>
Location:	<input type="text"/>	Hire Date:	<input type="text"/>
Supervisor:	<input type="text"/>		

These questions can help you prepare for your review to discuss your performance, progress and plans for future growth. Each of the questions below corresponds to the applicable Considerations sheet for your position. Using the Considerations sheet as a guideline please respond to each section below with your areas of strength/accomplishment, and how you can grow further. Please note that the considerations sheets are not always tailored specifically to a unique position but rather a group of positions that share common characteristics. Because of this you may see considerations listed that are not applicable to your specific title. In cases such as these please address each area as best you can.

If you do not already have a copy of your positions considerations sheet, please contact your leadership team or a member of the HR department.

Once drafted, please give a copy to your supervisor.

1. Leadership:**Areas of Strength/Accomplishments:****Areas of Growth:****2. Quality of Work/Results:****Areas of Strength/Accomplishments:****Areas of Growth:**

3. Employee Relations:

Areas of Strength/Accomplishments:

Areas of Growth:

4. Professionalism:

Areas of Strength/Accomplishments:

Areas of Growth:

5. Achieving Goals: Progress on last year's goals (if applicable):

What new goals and standards should be established for the next review period? Which old ones need to be modified?

6. How could my supervisor help me do a better job?

7. What resources, experience or training do I need to improve myself and do my job better?

8. **What are my long-term goals for me and my team?**

9. **What other topics would I like to discuss in my upcoming review?**

Employee Signature

Date

Supervisory Performance Review

PURPOSE: To assess individual accomplishments; motivate by giving direction, recognition and encouragement; provide a review of performance and set goals for future performance.

SECTION 1 – EMPLOYEE INFORMATION

Name:		Job Title:	
Location:		Date of Hire:	
Review Date:		Review Period:	

PERFORMANCE RATINGS

Unacceptable (Significantly below standards)	Needs Improvement (Does not meet standards)	Effective (Meets standards)	Highly Effective (Exceeds standards)	Among the Best (Significantly exceeds standards)
0	1 - 4	5 - 8	9	10

SECTION 2 – PERFORMANCE FEEDBACK

1. LEADERSHIP:

Unacceptable	Needs Improvement	Effective	Highly Effective	Among the Best

Areas of Strength/Accomplishment:

--

Areas of Growth:

--

2. QUALITY OF WORK/RESULTS:

Unacceptable	Needs Improvement	Effective	Highly Effective	Among the Best

Areas of Strength/Accomplishment:

--

Areas of Growth:

--

3. EMPLOYEE RELATIONS:

Unacceptable	Needs Improvement	Effective	Highly Effective	Among the Best

Areas of Strength/Accomplishment:

--

Areas of Growth:

--

4. PROFESSIONALISM:

Unacceptable	Needs Improvement	Effective	Highly Effective	Among the Best

Areas of Strength/Accomplishment:

Areas of Growth:

5. ACHIEVING GOALS:

Unacceptable	Needs Improvement	Effective	Highly Effective	Among the Best

Areas of Strength/Accomplishment:

Areas of Growth:

6. PERFORMANCE SUMMARY:

Unacceptable	Needs Improvement	Effective	Highly Effective	Among the Best
0	0	0	0	0

Areas of Strength/Accomplishment:

Areas of Growth:

OVERALL
RATING

0

SECTION 3 – AGREED EMPLOYEE GOALS

Write specific attainable goals/objectives for the employee to achieve during the next review period. Include quantitative and qualitative performance indicators, such as time, deadlines, budget goals/savings, knowledge, skills, abilities or changes to be implemented. Establish a priority (1, 2, 3, etc.) and weight (must total 100%) for each goal.

DESCRIBE GOALS/OBJECTIVES/RESULTS TO BE ACHIEVED	PRIORITY	WEIGHT
	1	50%
	2	25%
	3	15%
	4	10%

SECTION 4 – ACKNOWLEDGEMENTS

Employee Comments

Were you given an opportunity to complete the self-evaluation? Yes_____ No_____

Did you complete it? Yes_____ No_____

Enter any comments you wish to make about your performance discussion.

I have received a copy of this performance review and have had the opportunity to discuss it with my supervisor.

Employee Signature:_____ Date:_____

Conducted by: Name:_____ Title:_____

Signature:_____ Date:_____

HR's review prior to Appraisal Discussion: _____

Automatic fill do not write on this page

[illegible]

SUPERVISORY REVIEW CONSIDERATIONS:

Listed below are a number of traits, abilities and characteristics (Performance Factors/Standards) that are important for an effective job performance. Carefully evaluate each factor separately. Remember, you are reviewing the employee's performance for the entire review period. Provide staff with areas of strength and areas of growth in each of the 5 categories.

Then assign each section a rating based on the following rating scale:

Ranking	Description of Ranking	Rating
Unacceptable	Employee performance does not meet standards.	0
Needs Improvement	Employee performance is significantly below standards.	1-4
Effective	Employee performance meets standards.	5-8
Highly Effective	Employee performance meets, and exceeds standards.	9
Among the Best	Employee performance significantly exceeds all expectation.	10

1. LEADERSHIP

- A. Ability to develop an environment that fosters confidence and respect, and supplies direction to others. Ability to provide opportunity for open communication at all levels.
- B. Coach/Motivate Employees: degree to which supervisor provides help to others; gives candid and regular feedback on performance; gives employees support to succeed and provides opportunities for employees to realize their full potential; takes responsibility for developing and improving the contribution of each employee.
- C. Encourage Teamwork: ability to establish common objectives with joint accountability among team members; develop two-way communication and a feeling of group identity; encourage conflict resolution; maintain and promote positive morale and productivity. Achieve buy-in when promoting a shared vision and/or new programs/initiatives.
- D. Effective Delegation: delegates company's objectives by giving employees appropriate authority and responsibility to act.
- E. Problem Solving/Judgment: identify real/potential problems or likely consequences of actions/events. Ability to logically analyze alternative solutions, taking risks into account; defend the alternatives selected and act upon it.
- F. Completes areas performance reviews on time.

2. QUALITY OF WORK/RESULTS:

- A. Achieving goals related to ADA projections, Utilization, Audit Scores, Graduation rates.
- B. Achieving goals related to CAHSEE passage rates, API scores, and proficiency levels.
- C. Planning/Organization: ability to set priorities, organize projects, create workable schedules and delineate short-term and long-term goals. Ability to plan for the future; evaluating project resource needs, formulate and evaluate new ideas.
- D. Job Knowledge: demonstrates understanding of job and work procedures necessary to successfully perform assigned tasks and position responsibilities. Keeps abreast of new methods and technologies.
- E. Staffing: ability to conduct a thorough selection process, select well-suited applicants, and train them effectively.
- F. Works with corporate and support departments effectively and meets external timelines (ie:timesheets, perf reviews, projections, exp. reports, etc...)

3. EMPLOYEE RELATIONS:

- A. Addresses Performance: ability to give effective and timely performance appraisals; give credit/recognition for success in monetary and non-monetary forms. Ability to correct substandard performance when it happens.
- B. Supports Reasonable Risk-Taking: create an environment where employees are willing to take actions where outcomes are less certain, but where potential rewards are greater; give credit when efforts succeed, give support/feedback when not achieved.
- C. Interpersonal Relations: interactions with others, responses to suggestions/criticism; maintaining a spirit of cooperation and respect.
- D. Manage Diversity: understands the work force is made up of people with great diversity of values, opinions, backgrounds and goals. Finds individual motivation of each employee and taps into it. Maintains high standards regardless of the people who are managed.

4. PROFESSIONALISM:

- A. Dependability – Degree to which employee can be relied on to independently meet work commitments/deadlines with a minimum degree of supervision. And to follow through on tasks to completions.
- B. Communication – ability to effectively speak, write & listen with all stakeholders with a spirit of cooperation & respect. Provides timely and concise information to employees; ability to understand and convey key issues; anticipates informational needs.
- C. Sets the professional example for neatness, appropriateness of dress, appearance, demeanor, conduct, tact, and maturity. Realizes that his/her actions reflect on the company in all aspects of business; consider impression the individual makes on others, both inside and outside the company.
- D. Safety: understands, supports and enforces company safety policy and complies with OSHA regulations.
- E. Holds and maintains appropriate credentials/qualifications for the position.

5. ACHIEVING GOALS:

- A. Progress on previous years' goals. Degree to which goals set during last evaluation period were achieved and improvement was shown in areas needing development.
- B. Establishing professional goals and pursuing opportunities to grow from previous year.

6. PERFORMANCE SUMMARY:

- A. Overall ability to achieve desired objectives and results.
- B. Summarize areas of strength.
- C. Summarize areas of growth.