

**COMMUNITY ARTS AGENCY
EMPLOYEE SELF-ASSESSMENT**

Employee _____ **Date** _____

Job Title _____ **Location** _____

Review Period:

From _____ **To** _____

Reviewing Manager _____

INSTRUCTIONS

Complete and return this self-evaluation to your supervisor within seven days. Your self-evaluation will be attached to the "Reviewing Manager's Summary" and discussed with you.

Review your job description. Make any changes and return to your supervisor along with your self-evaluation.

SECTION I – CORE SKILLS

Skills important to many jobs are described below. Describe your strengths and developmental needs in each area.

RESULTS ORIENTED

Contributes fully to meeting targets and achieving results. Has strong sense of urgency, sets stretching targets. Works hard to achieve challenging goals. Welcomes responsibility and accountability. Constantly reviews performance to gain further improvements. Contributes to the setting of goals and priorities. Makes decisions that are needed.

Strengths:

Developmental Area:

ORGANIZATION/PLANNING

Thinks ahead. Defines and prioritizes objectives. Consistently establishes plans. Risks and opportunities are well assessed. Recommendations are clear, and ability to implement is demonstrated. Uses effective problem-solving tools. Displays confidence about ability to implement. Periodically checks and follows-up on progress. Achieves "buy-in" from others. Meets deadlines.

Strengths

Developmental Area

COMMUNICATION

Expresses oral and written thoughts clearly and persuasively. Interacts effectively with all levels in the organization. Listens attentively and makes productive use of acquired information. Gains agreement and acceptance of plans, ideas, or activities being discussed while incorporating others' good suggestions.

Strengths

Developmental Area

TEAMWORK

Works well with others towards the accomplishment of goals. Earns respect and trust. Makes a contribution to the team's achievements. Shows consideration for the feelings and needs of others.

Strengths

Developmental Area

LEARNING ORIENTATION

Assumes responsibility for personal development & takes action. Is proactive in learning new ideas, methods, technology, etc. Keeps current.

Strengths

Developmental Area –

LEADERSHIP/PEOPLE MANAGEMENT (For Supervisors Only)

Strengths

Developmental Area

SECTION II – MAJOR ACCOMPLISHMENTS

MAJOR ACCOMPLISHMENTS: Describe three major accomplishments or contributions since the beginning of this appraisal year or since you began work, if you are a new employee.

SECTION III – PERFORMANCE OBJECTIVES & RESULTS

Review job responsibilities (see job description) and, for operations employees, your “Unit Annual Goals & Objectives”. Describe your objectives associated with those responsibilities and your results, including significant factors that positively or negatively influenced results.

OBJECTIVE –

RESULTS –

OBJECTIVE –

RESULTS

OBJECTIVE –

RESULTS –

OBJECTIVE

RESULTS –

OBJECTIVE –

RESULTS-

SECTION IV – DEVELOPMENT PLANS

Describe areas where improvement in terms of your professional capabilities is needed or where on-the-job or specific training programs are needed. List the steps you plan to take and/or the resources you need to accomplish this.

SECTION V – CAREER ASPIRATIONS

State your career goals for the coming year and how you plan to meet them. Describe particular experiences that would help in achieving these goals. How can your manager help you to reach your full potential in career terms?

SECTION VI – SIGNATURES

Employee's Signature _____ Date _____

Immediate Supervisor _____ Date _____