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| STRICTLY CONFIDENTIAL |
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| **Non-Exempt Employee Self Review** |

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| **Your Name:** |  | **Your Title:** |  |
| **Your Dept:** |  | **Date of Evaluation:** |  |

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| 1. A. Review the primary job responsibilities as listed on your most recent performance agreement. In your opinion, have any of the statements of responsibilities changed? Are there additional responsibilities? Please supply your comments below:   B. Rate your overall performance on your primary job responsibilities for the past year using the following scale: |
| **Rating Definitions:**  5- Outstanding - Exceptional at meeting and exceeding performance expectations  4- Very Good - Excels at meeting performance expectations  3- Good - Meets performance expectations  2- Needs Improvement - Has difficulty meeting performance expectations  1- Unsatisfactory - Does not meet performance expectations    **My Overall Rating for performance on my primary job responsiblities:**   | **5-Outstanding** | **4-Very Good** | **3-Good** | **2-Needs Improvement** | **1-Unsatisfactory** | | --- | --- | --- | --- | --- | |  |  |  |  |  | |
| 1. Review the employee action plan for development from your most recent performance development forms. Please list the objectives you achieved and any associated accomplishments. For any objectives not completed, list the obstacles that prevented you from reaching your goals: |
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| 1. List the job skills you’ve developed during this review period: |
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| 1. List any additional resources you feel you need to perform more efficiently: |
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| 1. List any goals you have for the upcoming year; please provide start and end dates for each goal listed: |
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| 1. How could your supervisor or department help you be more effective in your position? |
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