

# Employee Self-Assessment Form

Employee Name:	Supervisor Name:
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*Rating	Core Responsibilities - Comments on Results Achieved
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	A.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	B.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	C.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	D.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	E.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	F.

\* See Ratings definitions on page 3.

Employee Name: \_\_\_\_\_

<b>Rating</b>	<b>Special Assignments - Comments on Results Achieved</b>
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	G.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	H.
<b>Rating</b>	<b>Objectives and/or Competencies - Comments on Results Achieved</b>
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	I.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	J.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	K.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	L.
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	M.

**Employee Development Results:**

**Other Significant Results and Overall Comments:**

**Overall Rating (Optional):**

- ☐ **Extraordinary Contributor** – Work that is characterized by sustained exemplary accomplishments throughout the rating period; performance that is considerably and consistently well above the criteria of the job function.
- ☐ **Contributor** – Work that is characterized by successfully performing job responsibilities; independently demonstrating appropriate knowledge, skills and abilities; and demonstrating required work and behavioral competencies.
- ☐ **Below Contributor** – Work that fails to meet the criteria of the job function.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_