

Write your self-appraisal



Pat Employee

2018 Self-Appraisal



PerformMinneapolis

Employee Self Appraisal

Name: Pat Employee

Job Title: Adm

Supervisor: Rich Martonik

Department: HR

Evaluation Period

Today's Date:

Review Period: From: To:

Instructions

This self-appraisal is your chance to actively participate in the Performance Appraisal process. Use it to provide input regarding your performance, share your readiness to advance your career. Unless instructed otherwise, you are not required to complete a self-appraisal. But, it is in your best interest to do so.

Please complete the self-appraisal at least one week prior to your scheduled annual performance appraisal meeting with your supervisor. You may want to begin feedback at various points in this form.

Once you "Save and Submit" your self-appraisal, your supervisor can view it in Halogen.

Evaluating Work Expectations

The work expectations you set at the beginning of the review period are listed below. Please rate your work expectations by selecting Meets or Does Not Meet from the dropdown menu and enter your accomplishments and/or comments for each work expectation.

Meets (Valued Contribution)

Solid performer. Meets or exceeds the standards set. May occasionally miss a standard. Shows consistent performance during the appraisal period. Fully accepted.

Does not meet (Needs Improvement)

Does not meet the standards set. May occasionally meet standards but not consistently. Cannot be counted on to complete work assignments. Improvement is required.

Not Applicable

Select this only when there was agreement not to work on the expectation during the evaluation period.

Work Expectations



| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

Rating:

Standard

Accomplishments and Comments

| |
|----------------------|
| <input type="text"/> |
|----------------------|

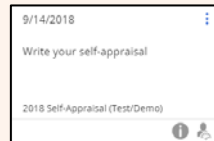
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Attach Feedback

Add additional Work Expectation

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE SELF-APPRAISAL

Log on to Halogen. Your Home page shows you have a task to do. Click on the task.



Fill in the evaluation period.

Read the Instructions

The self-appraisal is your chance to participate in the appraisal process.

Read Evaluating Work Expectations

You have 3 ratings possible: Meets, Does Not Meet or Not Applicable.

Major Job functions, results and standards entered during expectation-setting will pre-populate into the form.

There should be 3 – 5 work expectations.

If your work expectations are incorrect, discuss this with your supervisor. You may be able to edit them if necessary.

Rate each work expectation (Meets, Does Not Meet or Not Applicable).

Enter your accomplishments and comments. **Your comments should explain your rating.**

Evaluating Job Success Factors

The Job Success Factors below apply to all City employees. Rate yourself on each of the factors listed. Add comments to support your rating.

Exceeds (Outstanding Contribution)
Performance in this Job Success Factor consistently exceeds expectations in all areas of responsibility. The employee frequently goes above and beyond what Success Factor.

Meets (Valued Contribution)
The employee consistently demonstrates solid performance in this Job Success Factor. The employee meets and sometimes exceeds expectations in all areas

Does not meet (Needs Improvement)
Performance in this Job Success Factor does not consistently meet position requirements. Immediate improvement is required.

Please reference the [Job Success Factors - Rating Guide](#) for additional information about the Job Success Factor ratings.

Job Success Factors

| | Ratings Scale | Comments |
|---|--|----------|
| Customer Focus Meets the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; establishes and maintains effective relationships with customers and gains their trust and respect. | ----- Exceeds Meets Does not meet | |
| Functional/Technical Skills and Job Skills Has the functional and technical knowledge and skills to do the job. | ----- | |
| Quality of Work Output The quality of goods and services produced in terms of errors, waste, and rework required to meet standards. | ----- | |
| Productive Work Habits The extent to which overall work style is effective and productive in terms of using time and resources, knowing priorities, getting the work out, and following through. Follows policy and procedures. Complies with safety practices. Arrives at work as scheduled and ready to work. | ----- | |
| Peer Relationships Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers. | ----- | |
| Self-Knowledge Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to performance feedback; is not defensive; is receptive to talking about shortcomings; looks forward to balanced performance reviews and career discussions. | ----- | |
| Cultural Agility Demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view. | Meets | |

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Read the instructions for evaluating Job Success Factors.

You have 4 ratings possible: Exceptional, Exceeds, Meets, or Does Not Meet.

Click on [Job Success Factors – Rating Guide](#) for help applying a rating.

Rate each of the **7 Job Success Factors**.

You must add a comment for each Factor to explain your rating.

Employee Questions

What were you most proud of in this past appraisal period?

 [Attach Feedback](#)

Do you have skills that you aren't using now, or that you feel are underused, that you would like to use?

 [Attach Feedback](#)

What projects or assignments would you be interested in during the upcoming year?

 [Attach Feedback](#)

What do you need to be more effective?

 [Attach Feedback](#)

Answer the four **employee questions**

1. What were you most proud of in this past appraisal period?
2. Do you have skills that you aren't using now or that you feel are underused that you would like to use?
3. What projects or assignments would you be interested in during the upcoming year?
4. What do you need to be more effective?

Development and Career Advancement

Please select the statement that is most true about your development plans at this time.

- Ready for career advancement now - Given my high performance and preparation, I am ready to discuss career advancement.
- Ready for career advancement soon - I may be ready for career advancement in the next two to three years and want to discuss development.
- Satisfied with current position - I am satisfied with my current position and wish to continue to develop in my current capacity at this time.

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Select the statement that best describes your **development and career plans**.

Saving the Form

There are two save options that appear above the form.

If you have completed the self-appraisal and do not need to make additional edits, click "**Save and Submit**".

If you have not completed the self-appraisal and would like to continue editing at a later time, click "**Save as Draft**".

Follow the instructions for **saving the form**.

Print a PDF copy for yourself.