

OPERATIONAL EMPLOYEE SELF ASSESSMENT

Employee's Name _____ Employee ID No. _____

School/Department _____ Evaluation Year _____

Position Title _____

JOB-SPECIFIC KNOWLEDGE AND SKILLS

	DOES NOT MEET	MEETS	EXCEEDS
The employee demonstrates knowledge of department and office processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee displays knowledge of job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee plans, organizes, and executes assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALITY AND PRODUCTIVITY

	DOES NOT MEET	MEETS	EXCEEDS
The employee works with minimum supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee demonstrates time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee uses problem-solving techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee effectively performs job-related tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee uses available resources appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HUMAN RELATIONS AND COMMUNICATION SKILLS

	DOES NOT MEET	MEETS	EXCEEDS
The employee promotes and maintains a positive working relationship with diverse groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee provides accurate and timely information to coworkers, clients, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee demonstrates teamwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee demonstrates effective communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee is responsive to the needs of coworkers, clients, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY AND SECURITY

	DOES NOT MEET	MEETS	EXCEEDS
The employee practices and maintains effective safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee follows FCPS security procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee maintains a safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONALISM

	DOES NOT MEET	MEETS	EXCEEDS
The employee demonstrates a positive attitude toward accomplishing program goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee participates in a meaningful and continuous process of professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee adapts to changing situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANAGEMENT AND LEADERSHIP (mandatory for supervisors)

	DOES NOT MEET	MEETS	EXCEEDS
The employee makes informed decisions to achieve program goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee manages the daily operations in compliance with regulations and legal mandates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee selects, supports, and evaluates personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee fulfills job specific leadership roles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee provides staff development programs for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The employee has been provided with a copy of the job specification.

Distribution: Copy–Employee Copy–Local Site File