

# Staff Self-Review Form

**Appraisal Type:**

Annual Review
  New Employee
  Position Transfer

30 Day: (Period) \_\_\_\_\_ to \_\_\_\_\_
  30 Day: (Period) \_\_\_\_\_ to \_\_\_\_\_

90 Day: (Period) \_\_\_\_\_ to \_\_\_\_\_
  90 Day: (Period) \_\_\_\_\_ to \_\_\_\_\_

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

Barton ID: \_\_\_\_\_

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Staff Performance Standards	Yes	No	N/A	Comments
<b>Job Knowledge:</b> I demonstrate knowledge of information, procedures, materials, equipment and techniques required for proficient performance in completing my work assignments.				
<b>Quality of Work:</b> My work meets specified standards of quality and is consistently complete and accurate.				
<b>Productivity:</b> I produce an appropriate volume of work and complete my assignments within a specified time and according to deadlines.				
<b>Accepts Responsibility:</b> I willingly accept full accountability and responsibility for my actions and work and require minimal supervision.				
<b>Dependability:</b> I adhere to reliable attendance standards and report to work on time and begin work promptly.				
<b>Initiative:</b> I demonstrate resourcefulness and persistence in developing and improving my work methods/results and take independent action where appropriate.				
<b>Attitude:</b> I maintain a positive work attitude and display motivation and interest in my work. I easily adapt to new situations and changes in my routines.				
<b>Work Ethics:</b> I exhibit honesty and integrity in performing my work assignments. I adhere to laws and college policies, procedures and work practices.				
<b>Student/Public Contacts:</b> I project a positive, professional attitude and demonstrate patience, consideration, and respect for others.				
<b>Interpersonal Relationships:</b> I develop cooperative, professional working relationships with supervisors, co-workers, and other departmental employees. I work effectively as a team member.				

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<b>Communication:</b> I demonstrate the ability to comprehend and communicate directions and instructions clearly and effectively. I present information objectively in a clear, concise, and logical manner.				
<b>Organization:</b> I plan and organize my work to meet objectives. I effectively establish and manage work priorities.				
<b>Decision Making:</b> I make timely, logical decisions based on available information and reasonable assumptions. I gather, develop, and analyze data and information to support my decisions.				
<b>Leadership:</b> I demonstrate the ability to motivate staff and gain their support, cooperation, and commitment. I develop a positive work atmosphere, promote staff participation and foster teamwork.				
Supervisor Performance Standards (if applicable)				
<b>Management Skills:</b> As a supervisor, I demonstrate effective resource management techniques in budgeting and managing my assigned money and personnel resources to meet college objectives and mission. I establish and facilitate appropriate departmental goals and objectives.				
<b>Supervisory Skills:</b> As a supervisor, I effectively delegate work to staff while maintaining control and accountability. I establish performance standards and ensure they are met. I provide prompt and consistent feedback to staff and counsel as needed regarding their performance.				

Comments: **(If this is your annual review, you must list your past year's goals and their status as well as list your upcoming year's goals.)**

Attach additional sheet(s) if needed.)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(My signature above indicates that I have reviewed and discussed this appraisal with my supervisor)*