

LEBANON SPECIAL SCHOOL DISTRICT

CLASSIFIED EMPLOYEE SELF-EVALUATION FORM

Name _____ Date _____
Last First MI

School/Dept/Division/Office/Unit _____ Position _____

<p>APPEARANCE: Consider your overall appearance in connection with the type of work performed. Consider cleanliness, grooming, neatness, and appropriateness of dress on job.</p>	<p>___ Extremely neat, clean, appropriately dressed. ___ Take special care in personal dress and appearance. ___ Generally neat, clean, and properly dressed. ___ Sometimes untidy, careless about appearance. ___ Untidy and careless about personal hygiene/dress.</p>
<p>INITIATIVE: Consider your resourcefulness and self-reliance. Consider your ability to develop new ideas, and the desire to attain goals. Are you a self-starter?</p>	<p>___ Extremely resourceful, creative, and self-reliant. ___ Strive hard; demonstrate desire to excel. ___ Work steadily; occasionally submit new ideas. ___ Show little initiative; must be told what to do. ___ Show no initiative.</p>
<p>JUDGMENT: Consider your judgment in making decisions. Do you demonstrate the ability to think and act calmly, logically, and rapidly under stress?</p>	<p>___ Display outstanding ability to apply sound reason. ___ Use good common sense; most decisions workable. ___ Judgment dependable on matters of routine nature. ___ Poor use of common sense; decisions are often unsound. ___ Jump to conclusions; often make costly errors.</p>
<p>ATTITUDE OF COLLABORATION: Consider how well you fit into the organization, work in harmony and collaborate with others. Are you congenial, cooperative, and a team player?</p>	<p>___ Exceptionally collaborative; inspire high morale. ___ Very tactful and obliging; set good example. ___ Usually congenial and helpful; good team worker. ___ Inclined to resist authority and oppose new ideas. ___ Often tactless and quarrelsome; cause friction.</p>
<p>ATTENDANCE: Consider your punctuality and the time you devote to actual work. Consider promptness in reporting for assignments and the amount of time off for sick leave and personal business.</p>	<p>___ Consistently punctual and on the job. ___ Usually regular and prompt; seldom absent. ___ Occasionally late or absent; report absence in advance. ___ Frequently late or absent. ___ Habitually late or absent.</p>
<p>KNOWLEDGE OF JOB: Consider your understanding of all phases of the work matters necessary for full job performance.</p>	<p>___ Have excellent understanding of duties; require few directions. ___ Have good overall knowledge of duties; need little direction. ___ Have acceptable knowledge of duties; need some direction. ___ Have limited knowledge of job. ___ Have only minimum knowledge of job.</p>
<p>QUALITY OF WORK: Consider your neatness, skill, thoroughness, and accuracy in completing job assignments.</p>	<p>___ Consistently produce high quality work. ___ Consistently do a good job; need little supervision. ___ Work is usually satisfactory; need normal supervision. ___ Barely up to minimum standards; make many mistakes. ___ Below minimum standards; need excessive checking.</p>
<p>TIME MANAGEMENT: Consider the amount and promptness of the work you produce based on specific job requirements. Do you use your time wisely?</p>	<p>___ Easily complete assignments; seek additional work. ___ Complete work on time; often exceed performance standards. ___ Work at steady pace; meet performance standards. ___ Work slowly; produce less than required. ___ Very slow worker; output is unsatisfactory.</p>
<p>DEPENDABILITY: Consider your reliability in following instructions and carrying out assigned tasks with a minimum of direct supervision.</p>	<p>___ Extremely reliable, conscientious, and industrious. ___ Require minimum supervision; prompt and accurate. ___ Generally reliable and attentive to work. ___ Somewhat unreliable; require frequent follow-up. ___ Require close, constant supervision.</p>
<p>RESPONSIBILITY: Consider your sense of responsibility and willingness to carry out assigned duties. Do you think and act reasonably? Are you able to tell right from wrong?</p>	<p>___ Exceptionally responsible and willing to carry out duties. ___ Accept responsibility without reservation. ___ Accept responsibility for duties as assigned. ___ Reluctant to accept responsibility. ___ Do not accept responsibility.</p>

