

Mid-Year/Six-Month Self-Evaluation Form – Non-Manager

Date:	<input type="checkbox"/> Mid-Year Review (annual mid-year) <input type="checkbox"/> Six-Month Review (new hire at six months)
Employee Name:	
Evaluation Area	Notes
<p>Building Trust <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> Behaves and expresses oneself in an open and honest manner. Shares accurate information. Completes almost all assignments on time; informs others when a delay will occur. Adheres to all policies and procedures. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Delivering Results <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> Delivers good results for all assigned tasks and goals. Stays focused on tasks and assignments. Uses time efficiently to complete assignments. Maintains current job knowledge and skills. Is receptive to and implements suggestions for improvement. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Collaboration <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> Is respectful to others. Strives to resolve interpersonal conflicts constructively; seeks assistance when needed. Spends time with others when asked, to help them succeed. Demonstrates respect of cultural and individual values, regardless of background. Listens to and considers ideas from others, even when different from own. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Communication <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> Shares important information with others. Listens carefully and asks questions when needed. Communicates in a clear and concise manner using appropriate grammar, pronunciation, and tone. Demonstrates professionalism through appropriate body language and nonverbal communication. Demonstrates an awareness of when to adjust communication style based on the situation. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	
<p>Taking Initiative <i>Example behaviors at Meets Expectations:</i></p> <ul style="list-style-type: none"> Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. <p><i>Additional examples:</i> Unacceptable Far Exceeds Expectations</p>	

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Problem Solving <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Considers multiple sides of an issue. Weighs consequences before making final decision. • Makes informed decisions based on available information. • Recognizes issues, and determines actions needed to advance the decision making process. Follows up as necessary. • Not discouraged by ambiguous situations. Is open to new ideas and processes. Adjusts approach to achieve results. <i>Additional examples:</i> Unacceptable Far Exceeds Expectations		
Functional Knowledge and Skills <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Demonstrates competence within areas relevant to one's own function or work group. • Applies current best practices in discipline or specialty area towards group and organization goals. • Keeps abreast of major developments in discipline or specialty area. Gains respect from customers and team members based on functional/technical knowledge. <i>Additional examples:</i> Unacceptable Far Exceeds Expectations		
Service to Others/Customer Focus <i>Example behaviors at Meets Expectations:</i> <ul style="list-style-type: none"> • Listens to customers (internal and external) and addresses needs and concerns. • Keeps customers informed by providing status reports and progress updates. • Delivers on service commitments. Meets established or agreed upon deadlines. • Maintains supportive relationships with customers. Uses initiative to improve outcomes, processes, or measurements. <i>Additional examples:</i> Unacceptable Far Exceeds Expectations		
Additional Notes		