

RAPID CITY CATHOLIC SCHOOL SYSTEM

SELF EVALUATION OF WORK PERFORMANCE AND APPRAISAL

Employee name

Position

Supervisor

School Year

Date of evaluation/appraisal

- **Goals are to be set annually and turned into supervisor by October 1st of current school year.**
- **Employee will meet with supervisor to review goals and complete evaluation before end of Academic school year.**



"Developing Personal and Academic Excellence in the Catholic Tradition"

Please answer the following questions regarding your goals and objectives. Where possible articulate how your position carries out the mission of the RCCSS to develop personal and academic excellence in the Catholic tradition.

Section I. Progress on goals

1. What are your most significant strengths and accomplishments during the past year? Where do you feel you have made the greatest progress in the fulfillment of your goals and objectives during this evaluation period?

2. In which areas could your performance or skills be improved?

3. What motivates you to do your work well?

Section I. Progress on goals (continued)

4. What makes it difficult for you to do your work? How would you resolve these difficulties?

5. Do you have any questions as to what is expected of you in your job?

6. How can your supervisor help you to do better?

7. Do you have any other concerns you would like to discuss?

Section II. Factors

Rate yourself on the scale from 1 to 5, 5 being the highest and 1 being the lowest.

Quality of Work

Thoroughness and accuracy

1 2 3 4 5

Quantity of Work

Actual work volume compared to nominal

1 2 3 4 5

Dependability

*Reliability in completion of direct assignments
and components of job description*

1 2 3 4 5

Job Knowledge

Relative to time in position

1 2 3 4 5

Time Management

*Appropriate use of work time for job related functions
Planning execution of work to use time efficiently
Establishment of priorities for accomplishing tasks*

1 2 3 4 5

Initiative

*Ingenuity and self-reliance in thinking, planning
and carrying out job*

1 2 3 4 5

Temperament

Ability to work under pressure and meet deadlines

1 2 3 4 5

Work relationships

Relationships with peers, subordinates and superiors

1 2 3 4 5

Attitude

*Toward the job and the RCCSS
Cooperation, enthusiasm, response to constructive criticism*

1 2 3 4 5

Attendance

Reliable attendance, maturity in promptness

1 2 3 4 5

Judgment

*Identification of what needs to be done
Anticipation and appraisal of impact of actions
Evaluation of facts to arrive at sound conclusions*

1 2 3 4 5

Section III. Employee Comments

Employee Comments:

Employee Signature

Date

Section IV. Supervisor's Appraisal - to be completed by the supervisor

Employee's Name:

Rate employee on the scale from 1 to 5, 5 being the highest and 1 being the lowest.

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Thoroughness and accuracy 1 2 3 4 5

Quantity of Work

Actual work volume compared to nominal 1 2 3 4 5

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and components of job description* 1 2 3 4 5

Job Knowledge

Relative to time in position 1 2 3 4 5

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Reliable attendance, maturity in promptness 1 2 3 4 5

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*Identification of what needs to be done
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Section V. Recommendations of employer or supervisor:

Employee Signature

Date

Supervisor/Employer Signature

Date