

Certified Exempt/Support Staff Self-Reflection Form

Evaluatee:

Job Title:

School or Department:

Evaluator:

Date:

Job Performance:

Ability to effectively carry out essential job functions.

1) Performance		Score
4	Is truly extraordinary.	
3	Exceeds requirements.	
2	Is fully competent and professional.	
1	Is below expectation of quality.	
0	Is totally unacceptable.	

2) Self-Directed		Score
4	Effectively self-manages.	
3	Requires little supervision or direction.	
2	Requires some supervision and direction.	
1	Requires frequent supervision and management.	
0	Requires constant supervision and micromanagement.	

3) Professional Reputation		Score
4	Recognized for excellence internally and externally.	
3	Respected internally and recognized for excellence.	
2	Seen by internal colleagues as fully competent.	
1	Seen by colleagues as needing development and improvement.	
0	Obstacle to quality and professionalism.	

4) Value to the Organization		Score
4	Is considered an elite talent.	
3	Is considered as a very high-quality employee.	
2	Is considered a professional.	
1	Is considered a work in progress.	
0	Is considered a possible candidate for termination.	



Job Knowledge:
Understanding critical elements of the job/information skills.

5) Positional Understanding		Score
4	Commanding knowledge of the position including how it can operate in other organizations and configurations.	
3	Complete understanding of the position, along with demonstrated understanding of related positions.	
2	Full and professional understanding of the specific position.	
1	Incomplete understanding of position.	
0	No understanding .	

6) Professional Development		Score
4	Demonstrates acquisition of information to remain professionally competent in own position and other significant parts of the organization.	
3	Demonstrates acquisition of information to remain professionally competent in own and related positions.	
2	Demonstrates acquisition of information to remain professionally competent.	
1	Demonstrates acquisition of information to meet minimum job responsibilities.	
0	Demonstrates no desire to acquire new information.	

7) Problem Solving Skills		Score
4	Demonstrates problem solving and creativity that improves the entire organization.	
3	Demonstrates problem solving and creativity that improves the department or helps related positions function better.	
2	Demonstrates problem solving and creativity that helps the position function better.	
1	Demonstrates some problem solving related to the position that may or may not be relevant or beneficial.	
0	Demonstrates no problem solving ability or innovation.	

8) Input that Improves the Organization		Score
4	Provides quality, innovative input, and problem solving outside typical job responsibilities.	
3	Provides quality input and guidance from their professional perspective.	
2	Provides valuable input for organizational improvement.	
1	Provides some meaningful input for organizational growth that may or may not be relevant or beneficial.	
0	Provides no input.	

**Dependability/Reliability:
Punctuality, attendance, and accuracy.**

9) Productivity		Score
4	Individual is in command of own responsibilities and placement and is able to assist others across the organization.	
3	Individual effectively handles own responsibilities and placement, and is able to assist others in regular tasks.	
2	Individual is where they are supposed to be and doing what they are supposed to do.	
1	Individual is occasionally missing from post or distracted, reducing productivity.	
0	Individual is frequently missing from post or off task.	

10) Reliability		Score
4	Rarely misses work and only in extreme/unusual circumstances.	
3	Plans effectively where only extreme/unusual circumstances affect scheduled work.	
2	Misses scheduled work rarely, and only when a legitimate personal issue/illness arises.	
1	Misses scheduled work occasionally to the point it impacts productivity.	
0	Regularly misses scheduled shifts completely.	

11) Accuracy		Score
4	Mistakes are very rarely made, if ever.	
3	Mistakes are rare, with little impact	
2	Mistakes occur, but are infrequent and are not repeated.	
1	Mistakes are repeated and occasionally serious .	
0	Mistakes are frequent, major, and chronic.	

12) Punctuality and Break Time		Score
4	Without being asked, and when necessary, arrives before required start times and always stays to finish critical work. Puts the organization first when taking breaks.	
3	When needed, arrives on or before required start times, and stays until critical work is finished. Conscientious use of break time.	
2	Arrives and departs on time for work. Does not abuse breaks	
1	Is occasionally late to the point it impacts work or others. Has abused break time.	
0	Is frequently late for work. Abuses breaks habitually.	

Organizational Representation:

Personal choices that affect the job place, effective understanding and communication skills, and personal appearance.

13) Helpfulness		Score
4	Suggests and/or creates systems to help others complete important tasks and organize essential workloads. Actively finds ways to help.	
3	Helps others complete important tasks and organize essential workloads in their own unit/department and in other parts of the organization. Steps in whenever needed.	
2	Provides assistance in helping others complete important tasks and organize essential workloads within their own unit/department.	
1	Must be directed to help others complete important tasks and organize essential workloads.	
0	Resistant to helping others with important tasks and organize essential workloads.	

14) Demonstrates Initiative		Score
4	Serves in a leadership capacity exceeding their job requirements. Continually works to understand and communicate the organization's direction and focus.	
3	Regularly volunteers for additional duties and responsibilities and is a source of information about the organization's direction and focus.	
2	When necessary takes on additional duties and responsibilities and stays current on the organization's direction and focus.	
1	Avoids additional duties and responsibilities. Is unclear of the organization's direction and focus.	
0	Refuses additional duties and responsibilities. Is indifferent about the organization's direction and focus.	

15) Interpersonal Communications		Score
4	Employee demonstrates exceptional kindness, altruism, and empathy in listening and communicating with others.	
3	Employee goes out of their way to understand others and is always respectful.	
2	Employee is polite and kind in communicating with others.	
1	Employee is indifferent or irritated in communicating with others.	
0	Employee is rude in communicating with others	

16) Organizational Representation		Score
4	Champions the organization.	
3	Advocates for the organization.	
2	Fairly represents the organization.	
1	Indifferent about representing the organization.	
0	Embarrasses the organization.	

Organizational Representation:
Continued

17) Strive to Understand and be Understood		Score
4	Employee demonstrates that communication is a high goal and shows motivation to understand and be understood.	
3	Employee finds ways and time to understand and be understood.	
2	An effort is made to understand and be understood.	
1	Minimal effort is made facilitate understanding.	
0	No effort is made to facilitate understanding.	

18) Chain of Command		Score
4	The chain of command is understood and followed and the employee ensures others understand and follow as well.	
3	The chain of command is always understood and followed.	
2	The chain of command is generally followed.	
1	The chain of command is misunderstood and occasionally violated.	
0	The chain of command is intentionally ignored.	

19) Appearance		Score
4	Employee attire is impeccable for given work environment and serves as an example to others in the organization and community.	
3	Employee attire is conscientious, professional, and safe for given work environment. Personal appearance represents the organization in a positive way.	
2	Employee is appropriately and safely attired for work.	
1	Employee occasionally wears inappropriate or unsafe attire.	
0	Employee continually wears inappropriate or unsafe attire.	

20) Ability to Work Collaboratively		Score
4	Mediates and refocuses workers in dispute. Champions the rights of others as co-workers and people.	
3	Is positive and encouraging to other workers. Works to protect the rights of others as co-workers and people.	
2	Has a generally positive relationship toward other workers. Respects the rights of others as co-workers and people.	
1	Has been entangled with work or personal problems with other workers. Shows minimal respect for the rights of others as co-workers and people.	
0	Regularly involved with work or personal problems with other workers. Does not respect the rights of others as co-workers and people.	



Organizational Representation Average:

Scoring Summary

Reinforcement:

Refinement:

Evaluator Signature:

Date:

Evaluator Signature:

Date:

