



Civil Service Employee Self Evaluation Form

Name:

Department:

Title:

Date:

Instructions for Completing this Form

- Complete this form **prior to the annual performance review** with your supervisor.
- Make a copy of the completed Self Evaluation Form for your supervisor in advance of the meeting.
- The goal of this form is to provide information from which you and your supervisor, working together, can create goals and action plans.
- Select a rating for each of the core competencies using the rating guide below.

Using the drop down arrow, select the measurement you think best describes your performance in each skill area. In the comment section, please describe how you exhibit performance in this area.

RATING SCALE

- Exceeds Standard:** Performance is repeatedly above expectation.
Meets Standard: Performance meets expectation.
Needs Improvement: Performance is sometimes below expectation.

VALUES – Performance / Character

1. **Service Over Self** – Places subordinates and organization mission before self in actions, behavior, judgments.
2. **Embrace Change** – Opens pathways to opportunity, operates comfortably in a contemporary, dynamic environment, challenges convention appropriately.
3. **Courage** – Displays self-control; calm under pressure.
4. **Expect Excellence in All** – Sets high expectations for self and others; honors quality contributions of others.
5. **Live, Love, Learn** – Exhibits dignity and respect for all, seeks self-improvement, takes personal responsibility.

How I can improve in this area:

Competency Demonstration

1. **Technical Expertise with Technology** - Describe how you exhibit positive performance in this competency area:

How I can improve in this competency area:

2. **Plan, Prioritize, and Organize Work** – Describe how you exhibit positive performance in this competency area:

How I can improve in this competency area:

3. **Manage a Budget, Project, or Program** – Describe how you exhibit positive performance in this competency area:

How I can improve in this area:

Competency Demonstration – (continued)

4. **Effective Communication** - Describe how you exhibit positive performance in this competency area:

How I can improve in this area:

5. **Teamwork and Leadership Abilities** - Describe how you exhibit positive performance in this competency area:

How I can improve in this area:

6. **Commitment to Customer Service** - Describe how you exhibit positive performance in this competency area:

How I can improve in this area:

Leadership – Complete this section if you have supervisory duties

- 1. Supervisory** – Describe how you exhibit positive performance in this competency skill area:

How I can improve in this area: