

CONFIDENTIAL STAFF SELF-EVALUATION QUESTIONNAIRE

EVALUATION FOR: _____

REVIEW PERIOD FROM: _____ TO: _____

Performance Evaluation Key:**EX:** Excellent**MXP:** Meets Expectations**NI:** Needs Improvement**U:** Unsatisfactory**NA:** Not Applicable

PERFORMANCE FACTORS

PROFESSIONAL KNOWLEDGE AND EXPERTISE	EX	MXP	NI	U	NA
Knowledge of college organization and functions					
Knowledge of laws, regulations, policies, procedures, and guidelines					
Knowledge of duties and responsibilities, per job description					
Knowledge of technical subject matter related to job					
Knowledge of equipment and materials used to perform job duties					
ADMINISTRATIVE SUPPORT SKILLS	EX	MXP	NI	U	NA
Demonstrates correctness of actions					
Demonstrates consistency of actions					
Acts independently as appropriate					
Raises issues and questions appropriately					
Shows initiative in work activities					
Accepts responsibility within assigned areas					
Works independently from routine directions					
Work assignments are complete					
Completed work is accurate and neat					
Demonstrates timeliness (meets deadlines)					
Prioritizes workload					
Makes effective use of time					
Plans and organizes work assignments					
Is flexible in adapting to changes					
Is available and reliable regarding attendance					
COMMUNICATION SKILLS	EX	MXP	NI	U	NA
Recognizes the needs and desires of other people					
Inspires respect and confidence					
Deals tactfully in relationships with staff, colleagues, and constituents					
Expresses differing views tactfully and effectively					
Relays information clearly					
Answers inquiries accurately and in a timely manner					
Listens and responds with empathy					
Produces concise, readable reports and memos					

Produces reports in a timely manner.					
TEAMWORK	EX	MXP	NI	U	NA
Treats others with respect and courtesy					
Dependable					
Punctual					
Orderly					
Complies with instructions, rules, and regulations					
Able to work without immediate supervision					
Willing to help others					
Stresses and develops cooperation between department and co-workers					
Stresses and develops cooperation within the college community					
Stresses and develops cooperation with outside agencies					
OTHER RESPONSIBILITIES	EX	MXP	NI	U	NA
Promotes, supports and adheres to all NVC policies, procedures and business ethical conduct guidelines					
Supports the college's mission and values					
Supports the respective unit plan					
TRAINING AND DEVELOPMENT	EX	MXP	NI	U	NA
Improves job performance through training					
Seeks opportunities for growth through special assignments					
Keeps abreast of new developments in assigned field					

What job factors, if any, need strengthening in order to improve job effectiveness?
What actions do you feel are necessary to help you support the department's/division's/college's objectives/priorities?
What professional development activities are you interested in pursuing? (optional)
Please list activities in which you have participated in the last year as part of professional development.
Additional comments, if any: