PerformMinneapolis

Employee Self Appraisal

Name: Job Title:

Supervisor: Department:

Evaluation Period

Today's Date:

Review Period: From: To:

Instructions

This self-appraisal is your chance to actively participate in the Peformance Appraisal process. Use it to provide in performance, share your achievements, identify areas you would like to develop or readiness to advance your ca otherwise, you are not required to complete a self-appraisal. But, it is in your best interest to do so.

Please complete the self-appraisal at least one week prior to your scheduled annual performance appraisal meet supervisor. You may want to begin by reviewing your Feedback in Halogen. You can attach feedback at various p

Once you "Save and Submit" your self-appraisal, your supervisor can view it in Halogen. You should let them kno completed your self-appraisal.

Evaluating Work Expectations

The work expectations you set at the beginning of the review period are listed below. Please rate your work expe Meets or Does Not Meet from the "Rating" drop-down menu. You may provide accomplishment and/or comments expectation.

Meets
Solid performer. Meets or exceeds the standards set. May occasionally miss a standard. Shows consistent perfor appraisal period. Fully acceptable performance.

Does not meet
Does not meet the standards set. May occasionally meet standards but not consistently. Cannot be counted on to assignments Improvement is required.

Not Applicable
Select this only when there was agreement not to work on the expectation during the evaluation period.

Work Expectations

Rating: --------

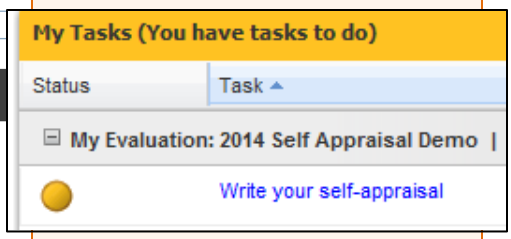
Standard | Accomplishments and Comments

Attach Feedback

Add additional Work Expectation

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE SELF-APPRAISAL

Log on to Halogen. Your Home page shows you have a task to do.
Click on the task.



Read the **Instructions**

The self-appraisal is your chance to participate in the appraisal process.

Read **Evaluating Work Expectations**

You have 3 ratings possible: Meets, Does Not Meet or Not Applicable.

Major Job functions, results and standards entered during expectation-setting will pre-populate into the form.

There should be 3 – 5 work expectations.

If your work expectations are incorrect, discuss this with your supervisor. You may be able to edit them if necessary.

Rate each work expectation (Meets, Does Not Meet or Not Applicable).

Enter your accomplishments and comments. **Your comments should explain your rating.**

Attach Feedback

Attach Feedback

Evaluating Job Success Factors

The six Job Success Factors below apply to all City employees. Rate yourself on each of the factors listed. Ad
your rating.

Exceptional
The employee frequently demonstrates exemplary performance that far exceeds position requirements in this
employee makes a unique contribution that has a significant and positive impact on the success of the unit, div
City. Performance is of a rare quality found only in a small percentage of people within the organization.

Exceeds
Performance in this Job Success Factor consistently exceeds expectations in all areas of responsibility. The e
above and beyond what is required. The employee frequently models this Job Success Factor.

Meets
The employee consistently demonstrates solid performance in this Job Success Factor. The employee meets
expectations in all areas of responsibility.

Does not meet
Performance in this Job Success Factor does not consistently meet position requirements. Immediate improve

Please reference the **Job Success Factors - Rating Guide** for additional information about the Job Success

Job Success Factors

	Ratings Scale	Comments:
Public Trust Gains trust, confidence and respect from various segments of the community. Reaches out to the community, building interpersonal networks and forming alliances. Acts in a professional and ethical manner with community members. Demonstrates empathy, respect and cultural sensitivity. Leaves a positive impression in interactions with the community.	--------	
Functional/Technical Skills and Job Skills Has the functional and technical knowledge and skills to do the job.	--------	
Quality of Work Output The quality of goods and services produced in terms of errors, waste, and rework required to meet standards.	--------	
Productive Work Habits The extent to which overall work style is effective and productive in terms of using time and resources, knowing priorities, getting the work out, and following through. Follows policy and procedures. Complies with safety practices. Arrives at work as scheduled and ready to work.	--------	
Peer Relationships Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.	--------	
Self-Knowledge Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to performance feedback; is not defensive; is receptive to talking about shortcomings; looks forward to balanced performance reviews and career discussions.	--------	

Read the instructions for evaluating Job Success Factors.

You have 4 ratings possible: Exceptional, Exceeds, Meets, or Does Not Meet.

Click on **Job Success Factors – Rating Guide** for help applying a rating.

Rate each of the **6 Job Success Factors**.

You must add a comment for each Factor to explain your rating .

Attach Feedback

Employee Questions

What were you most proud of in this past appraisal period?

Attach Feedback

Do you have skills that you aren't using now, or that you feel are underused, that you would like to use?

Attach Feedback

What projects or assignments would you be interested in during the upcoming year?

Attach Feedback

Answer the four **employee questions**

1. What were you most proud of in this past appraisal period?
2. Do you have skills that you aren't using now or that you feel are underused that you would like to use?
3. What projects or assignments would you be interested in during the upcoming year?
4. What do you need to be more effective?

What do you need to be more effective?

Attach Feedback

Development and Career Advancement

Please select the statement that is most true about your development plans at this time.

- **Ready for career advancement now** - Given my high performance and preparation, I am ready to disc advancement.
- **Ready for career advancement soon** - I may be ready for career advancement in the next two to three discuss development.
- **Satisfied with current position** - I am satisfied with my current position and wish to continue to develo capacity at this time.

Attach Feedback

Select the statement that best describes your **development and career plans**.

Saving the Form

There are two save options that appear above the form.

If you have completed the self-appraisal and do not need to make additional edits, click **"Save and Submit"**.

If you have not completed the self-appraisal and would like to continue editing at a later time, click **"Save as Dr**

NOTE: Please let your supervisor know when you've completed your self-appraisal. You will be able to access and print the completed self-appraisal under My Performance > Forms.

Follow the instructions for **saving the form**.

Print a PDF copy for yourself.