

Self-Evaluation

Name: _____ Date Completed: _____

Instructions:

Please reflect honestly on your work performance. Use the scale below to rate yourself in each area:

- 1 - Needs Significant Improvement
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Above Expectations
- 5 - Consistently Exceptional Performance

Communication

- _____ I communicate ideas clearly in written formats (i.e. emails).
- _____ I communicate ideas clearly in verbal formats (explaining a process).
- _____ I provide clear and organized updates on assigned projects.
- _____ I communicate proactively about schedule challenges or lateness.

Critical Thinking & Problem Solving

- _____ I use critical thinking to approach challenges and complete projects.
- _____ I think creatively to improve processes for project goals.
- _____ I use relevant information and data to make informed project decisions.

Teamwork

- _____ I value and consider diverse perspectives.
- _____ I collaborate effectively with team members to achieve goals.
- _____ I contribute positively to group work.

Leadership

- _____ I take initiative in my work to complete projects on time.
- _____ I take initiative to seek out additional responsibilities.
- _____ I demonstrate accountability and follow through on commitments.
- _____ I support other colleagues and their work when appropriate.

