Portland Community College

Exempt Confidential Staff Assessment

Self-Assessment

|  |  |  |
| --- | --- | --- |
| **Employee Name:** | **ID#:**  | **Title:** |
| **Department:** | Campus: |
| **Supervisor:** | **Date of Assessment**: Click or tap to enter a date. |

**EVALUATION TYPE:** Probationary Appointment Self-Assessment

**INSTRUCTIONS:**

* Using the descriptions below, check the boxes that best describe the employee’s demonstrated performance. Provide supporting comments and examples in the space provided or attach additional pages.
* Visit the [Performance Assessment: Management and Confidential Staff webpage](https://www.pcc.edu/hr/employment/performance-assessment/management-and-confidential/) for assistance and recommended tools for assessment preparation.
* The assessment will be uploaded to MyCareer@PCC and a copy will be placed in the employee’s personnel file.

**PERFORMANCE MEASURE DESCRIPTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Developing** | **Needs Improvement** | **Meets Standards** | **Successful** | **Outstanding** |
| This individual is learning and developing new skills or may be new to the job and is moving in a positive direction toward full performance. Not for corrective action plan situations. | This individual rarely meets the performance expectations for this performance measure. The individual seldom/occasionally performs the expected tasks and demonstrated behaviors. Cannot be relied upon to perform these tasks without direct supervision. | This individual frequently and generally meets the performance expectations for this performance measure. The individual performs the tasks and demonstrates the expected behavior in most situations. | This individual consistently meets the performance expectations for this performance measure. The individual can be depended upon to perform the tasks and demonstrates the expected behavior under all reasonable circumstances. | This individual has exceeded the performance expectations for this performance measure. The individual’s job achievements have added significant value to the goals of their team, department, and/or organization. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **JOB KNOWLEDGE:**Skills, knowledge and ability applicable to assigned work (methods, procedures, Techniques, safe use of equipment, department functions, etc.) | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Demonstrates an understanding of appropriate department and job knowledge in performing assigned work |  |  |  |  |  |
| Demonstrates knowledge and safe use of the tools, equipment and resources related to the job |  |  |  |  |  |
| Demonstrates knowledge of the procedures, policies and regulations related to the job |  |  |  |  |  |

**Supporting comments and/or examples**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALITY OF WORK:**Accuracy, Thoroughness, Safety | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Performs to agreed-upon work standards and follows established policies, procedures and guidelines. |  |  |  |  |  |
| Performs accurate and thorough work; regularly checks and corrects own work  |  |  |  |  |  |
| Performs all aspects of work in a safe manner; completes all safety training as required by the job |  |  |  |  |  |

**Supporting comments and/or examples**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INITIATIVE**Determining what needs to be done to accomplish job responsibilities and completing tasks | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Seeks out appropriate work, resources and/or assistance on own when workload is slow, or help is needed |  |  |  |  |  |
| Completes work with minimal supervision; begins and completes work requirements without prompting |  |  |  |  |  |
| Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures |  |  |  |  |  |

**Supporting comments and/or examples**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PLANNING & ORGANIZATION**Meeting deadlines, prioritization skills, time management | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Demonstrates ability to organize and complete work effectively and efficiently.  |  |  |  |  |  |
| Demonstrates ability to prioritize and use available resources.  |  |  |  |  |  |
| Demonstrates ability to foresee impact of decisions or actions on others. |  |  |  |  |  |

**Supporting comments and/or examples**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ADAPTABILITY**Responsiveness to changing conditions and requirements | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Readily adjusts to new ideas and situations; adapts to changing assignments and performance expectations. |  |  |  |  |  |
| Demonstrates flexibility in carrying out job responsibilities and assignments. |  |  |  |  |  |
| Demonstrates willingness and ability to learn new things. |  |  |  |  |  |

**Supporting comments and/or examples**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DEPENDABILITY/RELIABILITY**Attendance, conscientiousness, follow-through and meeting commitments | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Maintains regular attendance; requests and receives appropriate authorization for absences.  |  |  |  |  |  |
| Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization. |  |  |  |  |  |
| Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines. |  |  |  |  |  |

**Supporting comments and/or examples**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INTERPERSONAL RELATIONSHIPS:**Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals |  |  |  |  |  |
| Demonstrates courtesy and respect for co-workers, customers and other contacts, as required |  |  |  |  |  |
| Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism |  |  |  |  |  |

**Supporting comments and/or examples**:

**PERFORMANCE SUMMARY**: Overall Areas of Performance Strengths and Opportunities for Improvement