

This form should be used by members of the program management team to rate their own performance prior to their evaluation. Completed forms should be submitted to the administrator at the evaluation for submission.

NAME:	EMPLOYEE NUMBER:	
-------	------------------	--

SECTION ONE: PERFORMANCE SELF-EVALUATION

ABLE TO ARRIVE TO WORK ON TIME AND READY TO WORK	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO COMPLETE JOB TASKS IN TIMELY FASHION	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO EXPRESS IDEAS CLEARLY AND EFFECTIVELY	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO MEET AGENCY EXPECTATIONS IN JOB TASKS	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO PLAN AND ORGANIZE MULTIPLE PROJECTS SIMULTANEOUSLY	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO PRESENT ONESELF PROPERLY AT ALL TIMES IN A PROFESSIONAL MANNER	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO PRIORITIZE TASKS EFFICIENTLY UTILIZING TIME MANAGEMENT	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO REACH DECISIONS BASED ON AGENCY FOCUS AND DIRECTION	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO RESOLVE EMPLOYEE CONFLICTS IN AN ACCEPTABLE MANNER	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO TROUBLESHOOT AND PRODUCE SOLUTIONS TO PROBLEMS	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
ABLE TO WORK AS AN INTEGRAL PART OF MULTIPLE TEAMS	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

SECTION TWO: SUPPORTIVE ENVIRONMENT SELF-EVALUATION

DISCUSSES BEHAVIORAL AND PROGRAMMATIC ISSUES WITH CORE TEAM	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
EVALUATES STAFF APPROACHES AND TECHNIQUES UTILIZED WITH PARTICIPANTS	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
MONITORS PARTICIPANT PROGRESS TOWARD PERSONAL GOALS	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

SECTION THREE: HEALTH AND SAFETY SELF-EVALUATION

MONITORS PARTICIPANTS FOR HEALTH AND SAFETY CONCERNS	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
MONITORS PROGRAM ENVIRONMENT FOR HEALTH AND SAFETY CONCERNS	<table style="width: 100%; text-align: center;"> <tr> <td>1: Not Acceptable</td> <td>Needs Improvement</td> <td>Meets Expectations</td> <td>4: Outstanding</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Not Acceptable	Needs Improvement	Meets Expectations	4: Outstanding						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

SECTION FOUR: FUTURE GOALS AND ACTION STEPS

GOAL:	
GOAL:	

NAME:	SIGNATURE:	DATE:
ADMIN:	SIGNATURE:	DATE:

