

Annual Self-Evaluation Form - Manager

Date:	
Employee Name:	
Evaluation Area	Notes
Competencies: WHAT	
<p>Delivering Results <i>Example Behaviors at Meets Expectations:</i> Achieves excellence in all tasks and goals. Maintains focus and perseveres, even in the face of obstacles. Uses time efficiently; adapts plans when changes occur. Prioritizes tasks based on importance. Delegates appropriately. Actively pursues professional development and growth for self and team. Is receptive to and implements suggestions for improvement. Solicits feedback. Actively identifies ways to improve. Holds direct reports accountable for producing quality, timely results; helps others maintain focus and overcome obstacles. Provides performance feedback that facilitates development.</p> <p><i>Additional examples: Unacceptable Far Exceeds Expectations</i></p>	
<p>Problem Solving <i>Example Behaviors at Meets Expectations:</i> Breaks down problems into fundamental parts, identifies root causes and addresses problems in ways that lead to innovative solutions. Consistently, in all cases, makes informed decisions based on available and hard to find information. Utilizes information that is relevant, current and clear. Recognizes typical as well as complex and unusual issues, and actions needed to advance the decision making process. Recommends possible solutions. Follows up to ensure resolution. Creates new ideas and processes despite initial ambiguity of the situation; modifies approach to achieve results in changing situations. Assists employees in diagnosing problems and recognizing issues. Takes time to help employees identify critical connections, consequences and alternatives. Recognizes successful adaptations.</p> <p><i>Additional examples: Unacceptable Far Exceeds Expectations</i></p>	
<p>Functional Knowledge and Skills <i>Example Behaviors at Meets Expectations:</i> Demonstrates expertise in skill and knowledge within areas relevant to one's own function or work group. Develops and contributes to best practices in discipline or specialty area for the work group. Serves as a resource for others regarding major developments in discipline or specialty area, and facilitates sharing of methods and knowledge. Consistently, in all cases, seen by customers and team members as possessing high functional knowledge and skills.</p> <p><i>Additional examples: Unacceptable Far Exceeds Expectations</i></p>	
<p>Service to Others/Customer Focus <i>Example Behaviors at Meets Expectations:</i> Anticipates adverse customer reactions and develops better alternatives. Actively solicits feedback from customers to surface needs and concerns. Proactively keeps customers informed with both formal and informal communications. Follows up with customers to ensure satisfaction.</p>	

Employee Self Performance Evaluation Answer Examples

Jianjun Gao



Employee Self Performance Evaluation Answer Examples:

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