

**CEBA Employee Performance Evaluation
A WORKSHEET FOR EMPLOYEES**

Raider Values:
 Responsiveness
 Accountability
 Innovation
 Diversity
 Excellence
 Respectfulness

Employee Name		Date	
Position		Location	

For Employee:

- This worksheet is to be provided by the Supervisor along with the current job description and is intended to be a tool for you to perform a self-review of the past fiscal year.
- Employee worksheets do not become part of employee file.
- List any questions, comments or concerns on this worksheet relating to the specific discussion points, which you would like to share with your supervisor.
- Bring this completed worksheet and a copy of your current job description to your formal performance evaluation discussion meeting with your supervisor.

Discussion Points	Employee Questions/Comments/Concerns
Attendance (<i>Accountability</i>) Can be relied upon to be at work when expected.	
Punctuality (<i>Accountability</i>) Consistently arrives at work according to the scheduled time.	
Attitude (<i>Respectfulness</i>) Maintains a positive attitude toward the position and responsibilities.	
Personal Appearance (<i>Accountability</i>) Maintains a neat, clean personal appearance and hygiene.	
Customer Service (<i>Service</i>) Provides good interaction and service to customers.	
Co-worker Interaction (<i>Diversity & Respectfulness</i>) Works and interacts well with all co-workers	
Performs duties as described on job description. (<i>Excellence</i>)	

Initiative to perform tasks outside of job. (<i>Innovation</i>)	
Maintains a safe work environment. (<i>Accountability</i>)	
Consistently performs quantity and quality work expected. (<i>Excellence</i>)	
Willingness and Ability to make suggestions for work improvement. (<i>Innovation</i>)	
Effective/active team participation within and/or outside Department (Responsiveness, Accountability, Innovation, Diversity, Excellence & Respectfulness)	
Dependability of employee in carrying out instructions and assignments. (<i>Responsiveness</i>)	
Overall Performance Assessment: How do you think you're doing – overall?	

Anything else you would like to discuss with your supervisor?