

**Deerfield Schools
Non-Certified Staff
Employee Self-Evaluation Form**

Name:	
Date:	
Title:	
Return By:	
Return To:	

In anticipation of your upcoming performance evaluation, please complete the self-evaluation form by completing each of the following areas below. You are the person most familiar with your performance and this will serve as a valuable tool in assisting your supervisor in completing a thorough and accurate performance evaluation.

Job Performance
<ul style="list-style-type: none">• Demonstrates a clear understanding of all job tasks• Uses time effectively for work activities (effectively plans and organizes work)• Timely completion of work that is accurate, thorough and neat• Demonstrates cooperative and positive approach to work activities• Understands and is committed to accomplishing school district goals <p>Examples of performance reflecting your overall job performance:</p>

Communication
<ul style="list-style-type: none">• Demonstrates appropriate verbal and nonverbal communication skills• Written communications are clear and concise (i.e. emails)• Is an active listener and checks for understanding to avoid confusion• Receives and responds to suggestions in a positive and tactful manner• Practices confidentiality guidelines at all times as set forth in the employee handbook <p>Examples of performance reflecting your overall performance in relation to communication:</p>

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Customer Service

- Respectful and courteous to coworkers, students and community members
- Takes action to meet needs and promote satisfaction
- Conducts encounters using good problem solving skills and demonstrates flexibility by considering alternative solutions

Examples of performance reflecting your overall performance in relation to customer service:

Teamwork

- Builds strong relations with coworkers and supervisor
- Effectively participates as a team member and displays commitment to team success
- Recognizes the value, efforts and contributions of others
- Willingly assists others with their workload
- Takes initiative and shares responsibility in problem solving and developing solutions

Examples of performance reflecting your overall performance in relation to teamwork:

Professionalism/Growth

- Learns from experiences and initiates productivity improvements
- Willingness to adapt to changing conditions, utilizing new technology and procedures
- Engages in professional self-improvement by seeking training opportunities to enhance current skills or to learn new skills
- Completes goal objectives

Examples of performance reflecting your overall performance in relation to professionalism and growth:

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Additional Comments

Accomplishments since last evaluation

Trainings attended

Areas you would like to grow and/or develop over the next evaluation cycle (3 years)