

DUE

FINAL SELF-EVALUATION

Name _____ Date _____

POOR EXCELLENT

PERSONAL QUALITIES	1	2	3	4	5	NA
1. Creativity and initiative						
2. Enthusiasm, outlook, optimism						
3. Promptness in commitments						
4. Effectiveness as a speaker						
5. Ability to express ideas in writing						
6. Ability to exercise self-control						

RELATIONSHIP WITH OTHER PEOPLE	1	2	3	4	5	NA
1. Diplomacy and tact						
2. Ability to cooperate and work with others						
3. Leadership ability						
4. Ability to accept suggestions and criticism						

PROFESSIONAL QUALIFICATIONS AND JOB PERFORMANCE	1	2	3	4	5	NA
1. Command of technical subject matter						
2. Ability to organize work						
3. Thoroughness in doing a job						
4. Ability to adjust to change						
5. Response to supervision						
5. Dependable and Loyal						

What do you think you need to work on to become more effective?

What do you consider your strongest assets as they relate to job performance?

On the basis of the following scale, how would you rate yourself overall?

5=excellent, 4=above average, 3=average, 2=below average, 1=poor _____

Signature _____

I have worked a total of _____ hours as of _____