

**Five Colleges, Inc.**  
**Staff Performance Self-Evaluation 2012**

**Employee's Name:**

**Supervisor's Name:**

**Job Title:**

**Evaluation Period:**

**PERFORMANCE FACTORS**

Address the following factors:

- QUANTITY AND QUALITY OF WORK – accuracy, thoroughness, dependability of results, completion of assignments in a timely fashion
- OUTCOMES TOWARDS GOALS – annual accomplishments contributing to consortium's mission and defined goals
- JUDGMENT AND DEPENDABILITY – effectiveness of thought, analysis, sound reasoning and results, extent to which person can be counted on to carry out assignments; attendance and tardiness
- RELATIONSHIPS WITH OTHERS – interaction with supervisors, colleagues, faculty; ability to establish work priorities
- GOALS FOR COMING YEAR - employee's ideas towards goal-setting for the coming year (to be discussed with Supervisor)

Employee Self- Evaluation on Performance Factors:

Employee Signature:

Date:

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