

VILLAGE OF SHOREWOOD – EMPLOYEE SELF EVALUATION FORM



Name of Employee:

Name of Supervisor:

Anniversary Date:

Appraisal Year: 2020

Summary

Please complete the following sections if you are a regular full-time or part-time Village employees. You should first have the opportunity to complete your self-evaluation. Self-evaluations should be completed by employee's anniversary date or based upon request. Once completed, provide directly to your supervisor.

Areas of Distinction. Please identify the areas in which you feel you are performing well. If possible, document specific instances when you demonstrated areas of excellence.

Comments:

Areas of Improvement. Please identify the areas on which you need to grow or have room for further development. If possible, document specific instances to further explain these growth areas.

Comments:

Employee:

Appraisal Year: 2020

Goals for the Next Year. Please indicate goals and initiatives you should work on for the next 12 months. Some of these goals and initiatives should concentrate on strategies you can perform to further develop your growth areas.

Comments:

Overall Evaluation. Please identify if you feel are meeting expectations or need improvement. Employees who receive meeting expectation ratings for five consecutive years will be eligible to receive recognition pay as outlined in the HR manual.

Meets Expectations

Needs Improvement

Employee and Supervisor Signatures. I have read this self-appraisal and discussed its contents with my manager. My signature indicates that I am aware of the contents and the information has been shared with me.

Employee Signature

Date

Supervisor Signature

Date