

Team Member Performance Review – Self Evaluation

Please rate yourself on each of The 6Cs and Job Skills & Abilities (JSAs). You are encouraged to add comments as well.

Your Name	
Your Location and Department	

The 6Cs	Definitions	Ratings	Comments
Credibility	<ul style="list-style-type: none"> Consistently tells the truth. Follows through on commitments and agreements. Takes responsibility for own mistakes and does not blame others. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Customer Focus (Internal & External)	<ul style="list-style-type: none"> Quickly and effectively responds to customer needs. Presents a cheerful, positive manner with customers. Assumes shared accountability for improving service delivery. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Communication	<ul style="list-style-type: none"> Conveys information clearly, concisely and professionally. Provides and receives feedback in a positive manner. Listens well and asks good questions. Effectively adjusts communication style for the situation/audience. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Creativity & Innovation	<ul style="list-style-type: none"> Looks for and suggests ways to make on-the-job improvements. Takes smart risks to find new and different ways to get the job done better. Is willing to listen to suggestions from others and try new ideas. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Commitment to Compliance	<ul style="list-style-type: none"> Keeps licensures, certifications and/or compliance training up-to-date and on time. Consistently adheres to company policies, procedures and employee handbook. Neither participates in nor condones offensive or discriminatory behavior, and reports concerns in a timely manner. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Collaboration & Teamwork	<ul style="list-style-type: none"> Has a responsive, positive attitude toward work and co-workers. Carries his/her fair share of the workload. Avoids creating conflict and unnecessary confrontation. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	

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Job Skills & Abilities (JSAs)	Definitions	Ratings	Comments
Quality of Work	<ul style="list-style-type: none"> • Demonstrates quality, accuracy and completeness of work activities. • Notices opportunities to improve quality and takes action to do so. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Effective Use of Time	<ul style="list-style-type: none"> • Demonstrates self-management skills, including time management, planning, and scheduling to meet job expectations. • Ensures that work is accomplished within required timelines. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Job Knowledge and Technical Skills	<ul style="list-style-type: none"> • Demonstrates understanding of knowledge, skills, processes, equipment operation and procedures necessary to perform the essential functions of the job. • Learns and masters applicable new skills and procedures. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Safe Work Habits	<ul style="list-style-type: none"> • Performs work in a safe manner. • Avoids shortcuts that increase health and safety risks to self and others. • Understands the application of safe practices and observes safety rules. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Dependability	<ul style="list-style-type: none"> • Follows through with commitments. • Works independently. • Comes to work on time every day as scheduled. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	
Adaptability	<ul style="list-style-type: none"> • Able to adjust to changes in work demands to meet expected timetables. • Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and goals. 	All of the Time	
		Most of the Time	
		Some of the Time	
		None of the Time	

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Overall Comments