

## Team Member Performance Review – Self Evaluation

Please rate yourself on each of The 6Cs. You are encouraged to add comments as well.

<b>Your Name</b>	
<b>Your Location and Department</b>	

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

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### Overall Comments