**NCTCOG Non-Supervisory Appraisal**

**Employee Self-Evaluation**

Instructions:  Using the spaces provided below, please provide your comments regarding your job and performance. Please focus your response on your experiences during the prior review year.  At a minimum, the employee should provide a response to the questions in the first section of the review.  Supervisors may or may not provide a direct response to each answer provided by the employee, however, the supervisor may use the employee's feedback as they complete the goals and competency section of the review.

As a reminder, the self-evaluation ratings for goals and competencies are optional for employees.  If employees choose not to self-evaluate those sections of the review, the employee's default response will be recorded as "N/A".

**What were your (the employee's) significant accomplishments over this review period?**

Employee:

**What could you have better over this review period?**

Employee:

**When considering your current and future goals at NCTCOG, are there any specific practices (supervisory, departmental, or agency) that help you achieve your goals? Are there any that hinder your goals? Please explain.**

Employee:

**In what area(s) would you like to gain more experience, training or education?**

Employee:

**What other comments or suggestions would you like to offer regarding your performance during this review period?**

Employee:

**Would you like to meet with your supervisor before they begin writing your appraisal?**

-Yes
-No

If Yes, please schedule a meeting with your supervisor after submitting your self-evaluation.

**Goals**

Supervisors:  Please rate the employee's current progress and/or completion of their approved goals.  If goals have been approved after the appraisal was initiated, then please select the "Refresh Goals" button at the bottom of the form to have recently approved goals included in the appraisal.

Please Note:  Employees are not required, but rather have the option to self-evaluate the goals section of the review.  If the employee chooses not to self-evaluate, the employee's default response is recorded as "N/A"

Goal 1:

**Rating:**
Met Expectations
Requires Improvement
Not Applicable

Supervisor Comments:

## Core Competencies

The core group of competencies and behaviors listed below are those which should be exhibited by each employee as they contribute to NCTCOG's mission and values.  Each of the core competencies is comprised of three behaviors.

Supervisors:  Please rate each of the competencies below by identifying if the particular behavior is an area of strength for the employee, if he/she is meeting expectations, if he/she is in process of developing the behavior, or if improvement is required.

Please Note:  Employees are not required, but rather have the option to self-evaluate the competency section of the review.  If the employee chooses not to self-evaluate, the employee's default response is recorded as "N/A".

**Continuous Learning** – Displays ongoing commitment to learning and self-improvement.

| | **Ratings:** |
|---|---|
| Sees past results as an opportunity to assess own strengths and weaknesses. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Works to hone the competencies needed to progress in current or future positions. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Pursues self-development through educational and professional improvement programs. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |

Additional Comments:

**Ethics & Integrity** - Acts with personal, professional, and behavioral integrity.

| | **Ratings:** |
|---|---|
| Displays honesty in all interactions. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Respects and maintains confidentiality. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Avoids situations and actions considered inappropriate or which present a conflict of interest. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement |

N/A

Additional Comments:

| **Personal Effectiveness** - Aligns values, drivers, and skills to achieve positive results and desired outcomes that meet organizational needs. | **Ratings:** |
| --- | --- |
| Manages own time, priorities, and resources to achieve goals. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Completes high volumes of work without sacrificing accuracy despite competing demands, vague instructions, or interruptions. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Builds positive working relationships characterized by high level acceptance, cooperation, and mutual respect. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |

Additional Comments:

| **Accountability & Dependability** - Takes personal responsibility for the quality and timeliness of work and the behaviors that play a role in meeting projects, goals and all aspects of one's work. | **Ratings:** |
| --- | --- |
| Meets department/agency expectations for attendance and punctuality, assuring work responsibilities are covered when not in office. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Can be trusted to use sound judgment and seek direction when appropriate. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Fulfills all commitments made to peers, co-workers, and supervisor. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |

Additional Comments:

## Role-Based Competencies

The role-based group of competencies and behaviors listed below have been identified as essential to the successful performance of non-supervisory employees.  Each of the core competencies is comprised of three behaviors.

Supervisors:  Please rate each of the competencies below by identifying if the particular behavior is an area of strength for the employee, if he/she is meeting expectations, if he/she is in process of developing the behavior, or if improvement is required.

Please Note:  Employees are not required, but rather have the option to self-evaluate the competency section of the review.  If the employee chooses not to self-evaluate, the employee's default response is recorded as "N/A".

**Program & Project Support/Coordination** - Effectively leads or contributes to goals and objectives of the program/project.

**Ratings:**

| | |
|---|---|
| Displays clear understanding of individual contributions as they relate to the program area. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Keeps project coordinator or supervisor abreast of project status and/or issues that arise. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Anticipates potential problems and works to address them. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |

Additional Comments:

**Communication Skills** - Provides clear, concise and effective information to others in all forms of communication.

**Ratings:**

| | |
|---|---|
| Effectively listens and asks for clarification and additional information if necessary. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Tailors communications, whether formal or informal, to the level and experience of the audience. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Creates channels for open communication across and within all levels of responsibility. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |

Additional Comments:

**Collaboration & Teamwork** - Displays cooperation and commitment within a team to achieve goals and deliverables.

**Ratings:**

| | |
|---|---|
| Is helpful and supportive to team and colleagues in achieving program goals and objectives. | Area of Strength<br>Met Expectations<br>Developing<br>Requires Improvement<br>N/A |
| Provides assistance and backup when necessary. | Area of Strength<br>Met Expectations<br>Developing |

Engages in team unity through sharing information, working together to solve problems, and putting team success first.

Requires Improvement
N/A
Area of Strength
Met Expectations
Developing
Requires Improvement
N/A

Additional Comments:

**Analytical Skills & Reasoning** - Demonstrates the ability to methodically examine and understand information in order to draw conclusions, provide solutions and solve problems.

**Ratings:**

Displays ability to listen to symptom descriptions to understand internal/external customer needs.

Area of Strength
Met Expectations
Developing
Requires Improvement
N/A

Sees underlying principles, patterns, or themes in an array of related information.

Area of Strength
Met Expectations
Developing
Requires Improvement
N/A

Applies a methodical and logical approach to addressing needs.

Area of Strength
Met Expectations
Developing
Requires Improvement
N/A

Additional Comments:

**Solutions & Results** - Focuses on results and desired outcomes and how best to achieve them, while ensuring quality standards are met.

**Ratings:**

Diligently attends to details and proactively reviews work to reduce flaws, mistakes and inaccuracies.

Area of Strength
Met Expectations
Developing
Requires Improvement
N/A

Thinks in terms of desired outcomes, not just reactive, quick solutions.

Area of Strength
Met Expectations
Developing
Requires Improvement
N/A

Increases efficiency and effectiveness as program and/or project requirements progress.

Area of Strength
Met Expectations
Developing
Requires Improvement
N/A

Additional Comments:

**Feedback from others:**

This section is provided for supervisors to include any feedback received from others that he/she would like to share with the employee.  Employees do not need to include any statements in this section.

Enter feedback

**Merit Recommendation:**

Please note that any merit recommendation above 5% will need to have the Executive Director's approval before it is submitted to HR. Supervisors, please enter your merit recommendation (as a percentage) below.

Merit %