

**City of Grand Junction Employee Self Appraisal**

**Employee Name Department Date**

You play a vital role in the performance appraisal process, and your input is crucial to the development of ongoing two-way communication with your supervisor. Don't hesitate to talk or write about your accomplishments, goals, and challenges, as this is your opportunity to help your supervisor fairly and accurately document your work performance for the year. Come to the appraisal meeting prepared to talk about a few goals, projects or objectives you would like to work on in the coming year, as well as any career aspirations you may have. If you need more space, please continue your documentation in a Microsoft Word document and attach.

# For each of the following performance dimensions, list your strengths, accomplishments, as well as any areas of improvement for this appraisal period. (ALL EMPLOYEES)

1. **Job Knowledge & Performance** (this dimension includes but is not limited to work quality, timeliness, expertise, certifications, problem solving, resourcefulness, and initiative.)
2. **Customer Service Orientation** (includes but not limited to internal and external customer service, teamwork, and handling difficult customers.)
3. **Communication** (includes but is not limited to oral and written communication, interpersonal skills and conflict resolution.)

# Staff Management & Development (supervisory positions):

1. **Operational Management and Planning (**includes but is not limited to scheduling, financial management, controlling, and problem solving.)
2. **Leadership Ability** (includes but is not limited to establishing direction, aligning people, motivating and inspiring, appropriate situational leadership, and empowerment.)
3. **Employee Development** (includes but is not limited to performance management, goal setting, employee appraisals, quarterly meetings with employees, tracking performance examples (logs), and career planning.)

# What changes could be made to your work environment or to your job responsibilities that would improve your performance. Include any roadblocks that have kept you from performing to the best of your ability (if applicable).

1. **Please provide any additional information you believe would be helpful to your supervisor in the development of your performance evaluation, work plan, and career goals. Include ideas you have for projects, goals, objectives or action plans you would like to pursue in the upcoming evaluation period.**
2. **How did your supervisor give you feedback on your performance throughout the year? Please describe:**