

OUACHITA BAPTIST UNIVERSITY

Support Staff Self-Assessment Instrument

NAME:	
ASSESSMENT PERIOD:	FROM TO

This document is part of the annual administrative evaluation process and will be used by your supervisor in your annual performance review.

SECTION I: Provide an honest assessment of your performance for each of the criteria below on a scale of 1 to 5 (1 = very low, 5 = excellent). Comments may be given to offer examples of your performance in each area to support your assessment or areas in which you feel performance development is needed.	
QUALITY OF WORK: Work is complete, accurate and timely.	COMMENTS: RATING:
PRODUCTIVITY: Tangible, reasonable output is evident; Adjusts to unexpected changes in work demands; Maintains a high level of constructive activity	COMMENTS: RATING:
DEPENDABILITY: Attendance and punctuality; Willingly accepts all aspects of job; Demonstrates consistent, reliable work effort; Follows-through on assignments	COMMENTS: RATING:
RESPONSIBILITY: Handles multiple assignments effectively Willing to accept new challenges	COMMENTS: RATING:
PUBLIC/STUDENT CONTACT: Projects positive, professional attitude at all times; Demonstrates patience, consideration & respect for others; Displays a willingness to effectively serve the needs of others	COMMENTS: RATING:

<p>INITIATIVE: The amount of required supervision is appropriate for the position; Assists others or takes on added responsibilities when time permits; Strives to learn more about the job and the university</p>	<p>COMMENTS:</p> <p>RATING:</p>
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SECTION II: List any specific areas on which you feel you should concentrate your performance development efforts over the next year.