**Quarterly Performance Self-Evaluation - Exempt**

**Evaluation Year: \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Job Knowledge** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Quality of Work** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Planning and Execution of Assignments** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Use of Time and Resources** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Flexibility and Adaptability** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Oral & Written Communication** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Safety Practices** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Development of Subordinates** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Energy and Drive** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Creativity and Innovation** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Judgment and Analytical Ability** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Decision Making** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Values Customer Service** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Promotes Diversity** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Leadership and Ability to Inspire** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Reliability** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| Achievements |  |  |  |  |
| Opportunities |  |  |  |  |
| Supervisor’s Comments |  |  |  |  |

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| **Goal Progress** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
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| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
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| 10. |  |  |  |  |

**Additional Information/Comments:**

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| 1st Quarter |  |
| 2nd Quarter |  |
| 3rd Quarter |  |
| 4th Quarter |  |