**Quarterly Performance Self-Evaluation- Non 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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| **Quantity of Work** | 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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| **Cooperation** | 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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| **Reliability** | 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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| **Punctuality** | 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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| **Supports Diversity** | 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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| **Goal Progress** | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

**Additional Information/Comments:**

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