



EMPLOYEE SELF-EVALUATION WORKSHEET

Employee Name: John Doe

Position: Production Manager

Date of Evaluation: 7/1/2011

FINANCIAL

Is your budget is appropriate for the work required? **3**

1 – Much too low	2 – Somewhat low	3 – Slightly low	4 – Appropriate	5 - Generous
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Is your compensation appropriate for your level of responsibility? **4**

1 – Much too low	2 – Somewhat low	3 – Slightly low	4 – Appropriate	5 - Generous
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CUSTOMER

How is your relationship with your coworkers, subordinates and supervisors? **3**

1 – Very poor	2 – Poor	3 – Average	4 – Good	5 - Excellent
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How is your relationship with your clients, suppliers and outside business associates? **5**

1 – Very poor	2 – Poor	3 – Average	4 – Good	5 - Excellent
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INTERNAL PROCESSES

Is your workload appropriate for your number of regularly scheduled hours? **2**

1 – My workload is excessive	2 – My workload is heavy	3 – My workload is average	4 – I could do a little more than I'm doing now.	5 – I could do a lot more than I'm doing now
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Are you satisfied with the level of control you have over your required tasks? **3**

1 – I want a lot more control	2 – I want some more control	3 – I want a little more control	4 – I have enough control	5 – I'm pleased with my control
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Do you have enough access to the resources you need to complete your work? **3**

1 – I'm always short of resources	2 – I'm often short of resources	3 – I'm sometimes short of resources	4 – I have enough resources	5 – I have plenty of resources
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LEARNING AND GROWTH

Do you have access to training and growth opportunities in the company? **4**

1 – I never have access	2 – I rarely have access	3 – I sometimes have access	4 – I have enough access	5 – I have a lot of access
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Does the company value your suggestions and contributions? **5**

1 – The company	2 – The company	3 – The company	4 – The company	5 – The company
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Employees Appraisal Form by BSC Designer

doesn't value me at all	values me less than I deserve	sometimes notices my efforts.	appreciates my efforts.	considers me a valuable asset.
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ANALYSIS

	Result
Financial	
Available budget	3
Compensation level	4
Customer	
Internal success	3
External success	5
Internal Processes	
Workload	2
Control of work	3
Available resources	3
Learning & Growth	
Training availability	4
Company appreciation	5
Total Score	32
Target Value*	36

*Target values determined by policy/strategy.

NOTES

Overall, I'm happy with my job as Production Supervisor. Sometimes I'm overwhelmed with the number of tasks I have to get done, especially when my employees are complaining that they're already working too hard. I'd like the company to evaluate my production budget and resources because our orders have increased and I think we need more supplies and more staff in this department to do the job well.