



## EMPLOYEE SELF-EVALUATION WORKSHEET

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

### FINANCIAL

Is your budget is appropriate for the work required?

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?

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?

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?

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?

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?

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?

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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## Employees Appraisal Form by BSC Designer

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### LEARNING AND GROWTH

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

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?

1 – The company doesn't value me at all	2 – The company values me less than I deserve	3 – The company sometimes notices my efforts.	4 – The company appreciates my efforts.	5 – The company considers me a valuable asset.
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### ANALYSIS

	Result
<b>Financial</b>	
Available budget	
Compensation level	
<b>Customer</b>	
Internal success	
External success	
<b>Internal Processes</b>	
Workload	
Control of work	
Available resources	
<b>Learning &amp; Growth</b>	
Training availability	
Company appreciation	
<b>Total Score</b>	
<b>Target Value*</b>	

\*Target values determined by policy/strategy.

### NOTES

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