

ES Self-Evaluation- Required

(For ES use as a self-evaluation. Fax, mail to your ES Advisor)

ES #: _____ Education Specialist (please print): _____

ES Advisor: _____ Date: _____

Rating Scale:

- Low = Unsatisfactory
- Needs = Needs improvement
- Meets = Meets job requirements
- Mid/High = Exceeds job requirements

Job Knowledge

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Competent in required job skills and knowledge					
Exhibits ability to learn and apply new skills					
Keeps abreast of current developments					
Displays understanding of how job relates to others					
Uses resources effectively (Advisor, Handbook)					
Overall					

Maintains Accurate Records

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Demonstrates accuracy and thoroughness					
Applies feedback to improve performance					
Monitors own work to ensure quality					
Overall					

Submits Timely Records

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>
Completes work in timely manner				
Overall				

Service to Families

Weight: 20%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>
Responds to requests for service and assistance				
Follows instructions, responds to management direction				
Takes responsibility for own actions				
Keeps commitments				
Keeps appointments and is punctual				
Overall				

Communications

Weight: 8%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Exhibits good listening and comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps others adequately informed (parents/school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks email/messages daily and responds promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initiative

Weight: 4%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Volunteers readily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertakes self-development activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks for help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teamwork

Weight: 2%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Exhibits tact and consideration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays positive outlook and pleasant manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers assistance and support to co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works actively to resolve conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Organization

Weight: 6%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Prioritizes, then plans work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrates changes smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in an organized manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FUTURE GOALS

Identify 2 goals you will work on for next year based on this self-evaluation, date and enter into WEBfiles/ES detail screen

1. _____

2. _____

**For all ESs (except those who are new this year) attach a page with your previous year's goals copied from the database. Update it with comments on your progress this year. Please date all goals and comments.