

EMPLOYEE SELF-EVALUATION

HOURLY/NON-EXEMPT

Name: _____ Date: _____

Store Location: _____ Position: _____

INSTRUCTIONS:

Please review each category and honestly rate your own performance based on how you perceive yourself in relation to the expectations of the position and the Company.

PERFORMANCE DEFINITIONS AND RATINGS:

Category	RATING			
	Always	Usually	Sometimes	Never
1. Understands his/her job duties				
2. Cooperates				
3. Follows policies and procedures, including safety				
4. Takes initiative, demonstrates leadership skills				
5. Ability to work independently				
6. Exhibits financial responsibility/cost saving measures				
7. Exhibits high quality of work				
8. Productive at work				
9. Meets deadlines				
10. Can plan and organize				
11. Communicates clearly and effectively both in writing and verbally				
12. Willingness to take more responsibilities				
13. Works as scheduled and when needed				
14. Meets attendance requirements and is punctual				
15. Exhibits positive attitude				
16. Demonstrates personal accountability for tasks and job duties				
17. Can receive constructive feedback				
18. Shows good judgement				
19. Exhibits effective problem solving skills				
20. Ability to work as a team				
21. Possesses technical skills needed for the job				
22. I like working for Food 4 Less/Rancho San Miguel				



List my three greatest strengths, give specific examples of how I use these strengths in my position?

1.

2.

3.

List my top three accomplishments during the past year?

1.

2.

3.

As an employee owner, what processes, programs, ideas should be implemented to increase or improve PAQ, Inc.?

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____