



**Fairfax County Public Schools  
SUPPORT EMPLOYEE SELF-ASSESSMENT**

Employee's Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_  
 School/Department \_\_\_\_\_ Evaluation Year \_\_\_\_\_  
 Position Title \_\_\_\_\_

<b>JOB-SPECIFIC KNOWLEDGE AND SKILLS</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The employee demonstrates knowledge of department and office processes.			
The employee displays knowledge of job responsibilities.			
The employee plans, organizes, and executes assignments.			

<b>QUALITY AND PRODUCTIVITY</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The employee works with minimum supervision.			
The employee demonstrates time management skills.			
The employee uses problem-solving techniques.			
The employee effectively performs job-related tasks.			
The employee uses available resources appropriately.			

<b>HUMAN RELATIONS AND COMMUNICATION SKILLS</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The employee promotes and maintains a positive working relationship with diverse groups.			
The employee provides accurate and timely information to coworkers, clients, and the public.			
The employee demonstrates teamwork.			
The employee demonstrates effective communication skills.			
The employee is responsive to the needs of coworkers, clients, and the public.			

<b>SAFETY AND SECURITY</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The employee practices and maintains effective safety procedures.			
The employee follows FCPS security procedures.			
The employee maintains a safe work environment.			

<b>PROFESSIONALISM</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The employee demonstrates a positive attitude toward accomplishing program goals.			
The employee participates in a meaningful and continuous process of professional development.			
The employee adapts to changing situations.			

<b>MANAGEMENT AND LEADERSHIP (mandatory for supervisors)</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The employee makes informed decisions to achieve program goals.			
The employee manages the daily operations in compliance with regulations and legal mandates.			
The employee selects, supports, and evaluates personnel.			
The employee fulfills job-specific leadership roles.			
The employee provides staff development programs for employees.			

**The employee has been provided with a copy of the job specification.**

**Distribution:**

**Copy – Employee**

**Original – Local Site File**