

**Charleston Metro Chamber of Commerce  
Year-Round Employee Performance Self-Assessment**

	Date _____
Employee _____	Job Title _____
Date of Hire _____	
Group (circle one):      Membership      Advancement      Operations      Executive	
Supervisor conducting Review _____	

**I. Year-Round Performance Appraisal Status**

- A. Check appropriate Review:  
 \_\_\_\_ Annual -The **“How”** and the **“What”** (Jan/Feb)      \_\_\_\_ Quarterly-The **“How”** (April/ July/ Oct)
- B. What time frame is this Performance Appraisal covering? \_\_\_\_\_
- C. If Annual Review, number of Quarterly Performance Meetings Held during the Review Period \_\_\_\_\_ (Please attach each form completed from those meetings.)
- D. Number of Monthly One-On-One Meetings Held during the Review Period addressing the **“What”** \_\_\_\_\_

*THIS EVALUATION DOES NOT CREATE AN IMPLIED OR EXPRESS CONTRACT FOR EMPLOYMENT.*

**II. Performance Appraisal Questions for Annual/Quarterly Reviews**

**Part A- The “How”**= The way in which an employee went about conducting the “What”; the individual’s attitude, behavior and communication approach

**Part B- The “What”**= Accomplishment of job duties, responsibilities, and goals; level of expertise employed

*Please provide the Monthly/Quarterly written documentation to support your ratings on the following questions:*

**Part A- The “How”**

1. Based on how strongly I performed during the current review period, I contributed to raising the quality of how we serve our Members externally, and fellow employees internally.

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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1a. I routinely performed as an engaging, supportive team member and displayed a “One Team” attitude that breaks down departmental silos and focuses more on the organization than on myself.

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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1b. I demonstrated quality decision-making that reflects the Chamber and our membership as my highest priorities.

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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1c. I capably, consistently, and successfully handled conflict, stress, constructive feedback, and the pressure of the position while also offering healthy pushback to others, when appropriate.

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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2. I am at risk for low performance. **Yes/ No**

2a. If at risk for low performance, what behaviors/actions make me at risk?

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2b. Do my strengths support the position I serve in? **Yes/ No**

3. Am I performing in a manner that positions me for enhanced future leadership responsibilities?

**Yes/ No**

3a. I routinely demonstrated leadership behaviors (including Interpersonal Skills) to senior staff, co-workers, colleagues, Chamber members, vendors, etc. that support movement of the Chamber towards the future?

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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3b. How have I demonstrated a nimble and flexible approach to my role, responsibilities, and team engagement in the midst of rapidly changing priorities, project timelines, and leadership requests?

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3c. I can always be depended on to be a High Performer.

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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4. Describe any notable difference in performance since the last quarter's review, **including how I addressed the Critical Performance Areas noted in 5e below in the most recent prior Performance Appraisal** (also include any areas based on the Employee Core Characteristics- Humble, Honest, Hungry, Smart, Savvy, Enthusiastic, Execute ).

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**Part B- The "What" (Optional for Quarterly Reviews)**

5. Based on my performance and my corresponding duties, I met previously-agreed upon expectations and goals of the job. **(Please refer to the attached Job Description.)**

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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5a. I possess and apply the appropriate technical knowledge to excel in my job.

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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5b. I demonstrated thoroughness, competency, high quality work, and comprehension of job responsibilities and processes.

Exemplary	Strongly Agree/ Agree/ Disagree/ Strongly Disagree
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**Describe in detail:**

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