

**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:

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:

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:

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

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

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:

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?

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:

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).

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:

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:

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:

5c. Was I financially attentive? **Yes/ No**

(Example: Did I make efforts to save money where appropriate, and consistently do so? If appropriate, did I act intentionally and strategically in pursuit of optimizing revenue opportunities?)

5d. Of the budget goals established, how many of them did I achieve? _____

Of the budget goals not met, were my actions or lack of actions directly contributory and/or responsible?
Yes/ No

5e. Please describe in detail the most critical performance areas where I could improve that would strongly impact my growth as a professional, as a member of the department, and as part of the Chamber One Team.

5f. Please describe in detail my greatest strengths and highest contributions to the Chamber and the accomplishment of our mission and vision.

III. Submission

Submitted by: _____
Employee *Date*

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