Charleston Metro Chamber of Commerce

Year-Round Employee Performance Self-Assessment

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<tr>
<th>Date</th>
<th>Employee</th>
<th>Job Title</th>
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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.

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<th>Exemplary</th>
<th>Strongly Agree/ Agree/ Disagree/ Strongly Disagree</th>
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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.

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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 |

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 |

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? 

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

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 |

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?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

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

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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.)*

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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.

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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.

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Version 10/13/16
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.

____________________________________________________________________________________

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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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