# COMMONWEALTH OF VIRGINIA

*Virginia Department of Fire Programs*

# Employee Self-Assessment Form

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| --- | --- |
| Employee Name: | Position: |
| Agency: | Supervisor’s Name: |

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| --- | --- |
| **\*Rating** | **Core Responsibilities - Comments on Results Achieved** |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |

\* See Ratings definitions on page 3.

|  |  |
| --- | --- |
| **Rating** | **Special Assignments - Comments on Results Achieved** |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |
| **Rating** | Objectives and/or Competencies - Comments on Results Achieved |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |
| Extraordinary  Contributor  Major  Contributor  Contributor  Marginal  Contributor  Below Contributor |  |

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| --- | --- |
| **Employee Development Result** | |
| **Other Significant Results and Overall Comments:** | |
| Overall Rating (Optional): **Extraordinary Contributor** – Work that is characterized by sustained exemplary accomplishments throughout the rating period; performance that is considerably and consistently well above the criteria of the job function.  **Major Contributor –** Work that is characterized as fully meets the job expectations and performance measures and occasionally performing at a higher level than what is routinely expected. May routinely be looked to help colleagues and occasionally perform special assignments/projects as needed. Traditionally seen as a “go to” person on the team.  **Contributor** – Work that is characterized by successfully performing job responsibilities; independently demonstrating appropriate knowledge, skills and abilities; and demonstrating required work and behavioral competencies.  **Marginal Contributor** –Work that is characterized asgenerally meeting expectations but requires additional supervisory oversight and follow up in order to complete assigned work. May not always meet deadlines or produce expected quality standards without re-works. May or may not demonstrate a positive attitude towards management and colleagues.  **Below Contributor** – Work that fails to meet the criteria of the job function. |
| Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |