

Self-Evaluator	
Year	
Name	NOT FILLED
Identification number	NOT FILLED
Constituent part / Faculty	
Unit - level I	
Unit - level II	
Unit - level III	

MANAGERIAL EMPLOYEE	<input checked="" type="radio"/>
EMPLOYEE	<input type="radio"/>

Group of criteria
A

EVALUATION CRITERIA	POINT SCALE					POINTS		NOTE	
	1	2	3	4	5	Absolute	Recalculated		
A - Work performance and outcomes of the employee or managerial employee									
1 - Quality of job task performance and the observance of established procedures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00	(space for a short note or evaluation expressed in words)	
2 - Number of job tasks being fulfilled	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
3 - Adherence to deadlines	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
4 - Level of expertise, or, as the case may be, language skills, and the extent of their utilisation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
5 - Level of specific knowledge and the extent of their utilisation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
6 - Motivating subordinate employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
7 - Ensuring interest in development by subordinate employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
8 - Delegating tasks to employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
Total number of points for the group of criteria						8	8,00	Evaluation	Unsatisfactory
B - The fulfilment of job duties/disciplines									
1 - Adhering to and making use of working hours	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Absolute	Recalculated	(space for a short note or evaluation expressed in words)	
2 - Observing work discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Total number of points for the group of criteria						Evaluation			
C - Behaviour in the workplace and personal qualities									
1 - Communication with colleagues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Absolute	Recalculated	(space for a short note or evaluation expressed in words)	
2 - Provision of information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
3 - Cooperation with other employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
4 - Willingness to assume assigned tasks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
5 - Cooperative attitude towards changes in procedures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
6 - Attitude to improving qualifications and training	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
7 - Reliability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
8 - Autonomy and decisiveness	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
9 - Conflict resolution	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
10 - Resilience to stress	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
11 - Personal hygiene	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Total number of points for the group of criteria						Evaluation			
TOTAL NUMBER OF POINTS						8	8,00	Evaluation	Unsatisfactory