

Employee Self-Evaluation

Answer the following questions by checking the appropriate box to the right. After you have finished answering each question, total the number of checked boxes in each column. Multiply the total of each column by the severity factor for that category. Add together the total of each column. This is your evaluation score. The higher the score, the better your understanding is of your company, its structure and your role in it.

	Below Average (1)	Satisfactory (2)	Above Average (3)	Superior (4)
1. I know what the responsibilities of my job are.				
2. I know who my supervisor is and what he or she is responsible for.				
3. I feel my workload is too heavy.				
4. I feel I can discuss my problems with my superior.				
5. I know what my benefits are.				
6. I feel that I am a part of a productive work team.				
7. I always know what my daily and weekly goals are.				
8. I know what the long-term goals of the company are.				
9. I know what the organizational structure of the company is.				
10. I feel I have had enough training to perform my job.				
Total the number of responses in each column				
Multiply the responses by each column's severity factor				
Add the results for your total audit score				