SERINO COYNE SELF-EVALUATION FORM

HUMAN RESOURCES

Employee: Manager:

Job Title: Department:

Hire Date: Evaluation Date:

1. HOW’S IT GOING (Focus on successes, accomplishments & contributions to the team/agency)
2. AREAS OF IMPROVEMENT (Focus on specific areas for improvement, e.g. time management, presentation, technical skills, or other opportunities to help improve or expand job performance)
3. PROFESSIONAL DEVELOPMENT (Include action items to further career growth and trajectory).
4. DIVERSITY, EQUITY AND INCLUSION (At Serino Coyne, diversity, equity and inclusion take center stage. Together, our mission is to build and cultivate a welcoming, inclusive and diverse workplace that supports, empowers and celebrates the diverse voices of our employees and communities we serve. To make progress in the areas of Diversity, Equity and Inclusion, we’ve organized our efforts under three committees responsible for: Recruitment & Retention, Internal Environment & Community Outreach. Visit <https://serinocoyne.com/dei> to learn more about these efforts.

Diversity, Equity and Inclusion of course goes far beyond these three committees and should be embedded in part of your everyday actions and work. In the next year, what actions can you take to help foster a welcoming, inclusive and equitable work place that support DEI at our agency?)

1. IN CLOSING (Provide an overall summary with additional comments you would like to share)

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Employee Signature / Date Manager Signature / Date