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.

Diversity, Equity and Inclusion should be embedded in part of your everyday actions and work. In the last year, what actions have you taken to help foster a welcoming, inclusive and equitable work place? This can include actions big and small. Examples can be participation in SC Forums, Coffee Chats, Community Outreach, DEI work for clients, onboarding a new hire, participating in agency events, etc.

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