



# Employee Performance Self-Assessment Form HR-505

PROPERTY MANAGEMENT | DEVELOPMENT  
SERVICE COORDINATION

A Davis Real Estate Company

Employee Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Property/Location: \_\_\_\_\_

<b>Performance Factors</b> While referring to pages 5-7, place an X in the box best describing performance for the entire period being evaluated.  If a Performance Factor does not apply to the position, rate it as N/A.	<b>Unsatisfactory</b> Performance is unacceptable; substantial improvement necessary; may require nearly constant supervision and/or instruction.	<b>Needs Improvement</b> Some deficiencies evident; performance does not meet expectation; excessive supervision and instruction may be required. (Employees new to position may have several development areas rated Needs Improvement.)	<b>Meets Expectations</b> Meets job requirements consistently; effective and competent; minimal supervision and instruction required; <u>(This rating is used most often and indicates competent performance.)</u>	<b>Above Average</b> Displays above average quality, productivity and competence compared to job requirements and peers; little to no supervision or instruction required.	<b>Outstanding</b> Highly superior performance; significantly and consistently performs at a level above expectations; virtually no supervision or instruction required.
<b>Accuracy and Quality</b> Absence of errors. Work completed accurately and on time. Meets quality standards.					
<b>Alertness and Aptitude</b> Ability to quickly understand new information and situations.					
<b>Appearance and Habits</b> Personal habits, clothing and grooming and professionalism (evaluation should consider the nature of the job).					
<b>Attendance</b> Attendance and punctuality. Reliability to be on the job or to be at one's work station ready to work on time. Meets On-Call responsibilities.					
<b>Compliance</b> Level of consistent, accurate and timely compliance with Company's, and if applicable, HUD's, deadlines, processes, policies, procedures and regulations.					
<b>Cooperation and Teamwork</b> Willingness to accept supervisory instruction. Willingness to help others accomplish objectives. Effective member of assigned team(s). Builds good relationships.					



# Employee Performance Self-Assessment Form HR-505

PROPERTY MANAGEMENT | DEVELOPMENT  
SERVICE COORDINATION

A Davis Real Estate Company

Employee Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Property/Location: \_\_\_\_\_

<b><u>Performance Factors</u></b> While referring to pages 5-7, place an X in the box best describing performance for the entire period being evaluated.  If a Performance Factor does not apply to the position, rate it as N/A.	<b>Unsatisfactory</b> Performance is unacceptable; substantial improvement necessary; may require nearly constant supervision and/or instruction.	<b>Needs Improvement</b> Some deficiencies evident; performance does not meet expectation; excessive supervision and instruction may be required. (Employees new to position may have several development areas rated Needs Improvement.)	<b>Meets Expectations</b> Meets job requirements consistently; effective and competent; minimal supervision and instruction required; <u>(This rating is used most often and indicates competent performance.)</u>	<b>Above Average</b> Displays above average quality, productivity and competence compared to job requirements and peers; little to no supervision or instruction required.	<b>Outstanding</b> Highly superior performance; significantly and consistently performs at a level above expectations; virtually no supervision or instruction required.
<b>Courtesy and Customer Service</b> Respect for feelings of others. Politeness. Readily assists external and internal customers with caring service.					
<b>Initiative</b> Voluntarily starts projects or tasks. Attempts non-routine jobs and tasks. Assists others.					
<b>Innovation and Creativity</b> Imagination, creativity and skill used to improve processes, lower costs and increase profitability.					
<b>Job Knowledge</b> The blending of job-related education, skills and experience, appropriately applied to the job.					
<b>Judgment</b> Capacity to make reasonable and timely decisions.					
<b>Organization and Planning</b> Organization of the individual's work and work area. Ability to plan one's work in advance to ensure efficiency and timeliness.					
<b>Perseverance</b> Steadfast pursuit of job objectives when faced with unexpected obstacles or setbacks.					



# Employee Performance Self-Assessment Form HR-505

PROPERTY MANAGEMENT | DEVELOPMENT  
SERVICE COORDINATION  
A Davis Real Estate Company

Employee Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Title: \_\_\_\_\_ Business Unit: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Property/Location: \_\_\_\_\_

<b>Performance Factors</b> While referring to pages 5-7, place an X in the box best describing performance for the entire period being evaluated.  If a Performance Factor does not apply to the position, rate it as N/A.	<b>Unsatisfactory</b> Performance is unacceptable; substantial improvement necessary; may require nearly constant supervision and/or instruction.	<b>Needs Improvement</b> Some deficiencies evident; performance does not meet expectation; excessive supervision and instruction may be required. (Employees new to position may have several development areas rated Needs Improvement.)	<b>Meets Expectations</b> Meets job requirements consistently; effective and competent; minimal supervision and instruction required; <u>(This rating is used most often and indicates competent performance.)</u>	<b>Above Average</b> Displays above average quality, productivity and competence compared to job requirements and peers; little to no supervision or instruction required.	<b>Outstanding</b> Highly superior performance; significantly and consistently performs at a level above expectations; virtually no supervision or instruction required.
<b>Quantity and Productivity</b> Level of satisfactory output generated per unit of time.					
<b>Reliability, Fairness and Integrity</b> Dependability and trustworthiness. Acts with integrity and fairness. Does the right thing consistently.					
<b>Supervision</b> Provides timely and effective direction and oversight. Provides constructive feedback. Treats all employees with respect and fairness. Exhibits good written and oral communications skills. Routinely provides and documents timely corrective action.					



# Employee Performance Self-Assessment Form HR-505

PROPERTY MANAGEMENT | DEVELOPMENT  
SERVICE COORDINATION  
A Davis Real Estate Company

Employee Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Title: \_\_\_\_\_ Business Unit: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Property/Location: \_\_\_\_\_

**Employee’s Assessment of Accomplishment of Major Goals and Objectives or Key Performance Indicators (KPIs) over Evaluation Period:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

**Employee’s Comments Regarding Performance or Other Topics Requested to be Discussed During Evaluation Meeting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suggested Goals and Objectives or Key Performance Indicators for Next Evaluation Period: (To be discussed; final Goals and Objectives and KPIs will be documented on Official Performance Evaluation prepared by Supervisor.)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

**Signatures:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor/Evaluator \* Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Supervisor/Evaluator’s Signature does not necessarily signify that he or she agrees with the Employee’s Self-Evaluation; it simply acknowledges the Self-Evaluation has been received and discussed.*

Please return signed form to NHE, Inc. Office of Human Resources:

P.O. Box 5539, Greenville, SC 29606

[HR@NHE-INC.COM](mailto:HR@NHE-INC.COM)



# Employee Performance Self-Assessment Form HR-505

PROPERTY MANAGEMENT | DEVELOPMENT  
SERVICE COORDINATION

A Davis Real Estate Company

Employee Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Property/Location: \_\_\_\_\_

Performance Factors	Unsatisfactory	Needs Improvement	Meets Expectations (This rating is used most often and indicates competent performance.)	Above Average	Outstanding
<b>Accuracy and Quality</b> Absence of errors. Work completed accurately and on time. Meets quality standards.	Makes frequent errors. Cannot be depended upon to be accurate. A large amount of work has to be redone. Work frequently completed late.	Work is sometimes passable but a fair amount has to be redone. Misses deadlines.	Makes few errors. Can be depended upon to be accurate. Work seldom has to be redone. Meets most deadlines.	Very accurate. Commits few errors. Work is completed on or before deadline.	Extremely accurate. Work is consistently error free. Work is often completed before the deadline.
<b>Alertness and Aptitude</b> Ability to quickly understand new information and situations.	Very slow to grasp ideas and events.	Usually needs extra instruction.	Understands most new ideas and developments without requiring excessive explanation.	Fast learner. Grasps new information quickly.	Extremely bright. Analyzes and understands with minimum of instruction.
<b>Appearance and Habits</b> Personal habits, clothing and grooming and professionalism (evaluation should consider the nature of the job).	Frequently offensive. Routinely exhibits unprofessional appearance, habits or behavior.	Occasionally sloppy appearance or display of offensive habits. Occasionally exhibits unprofessional appearance, habits or behavior.	Usually properly dressed and groomed. Few poor personal habits. Regularly acts in a professional manner.	Rarely exhibits poor appearance or offensive habits. Viewed as a professional.	Always properly dressed for the job. Personal habits are never offensive or in poor taste. Viewed as highly professional at all times.
<b>Attendance</b> Attendance and punctuality. Reliability to be on the job or to be at one's work station ready to work on time.	Frequent unexcused tardiness or absence from work. Very poor attendance record.	Tardiness or absences below standards.	Satisfactory attendance record.	Rarely tardy or absent.	Almost never tardy or absent. Consistently works over if necessary. Tardy or absent only in cases of real emergency.
<b>Compliance</b> Level of consistent, accurate and timely compliance with Company's, and if applicable, HUD's, deadlines, processes, policies, procedures and regulations.	Consistently does not understand or does not follow important processes, policies, procedures and regulations. Consistently misses related deadlines.	Occasionally does not understand or does not follow important processes, policies, procedures and regulations. Occasionally misses related deadlines.	Regularly complies with important deadlines, processes, policies, procedures, regulations, and deadlines.	Always understands and complies with all deadlines, processes, policies, procedures, regulations, and deadlines.	Always fully understands and complies with deadlines, processes, policies, procedures, regulations, and deadlines. Makes suggestions to assist others with compliance.
<b>Cooperation and Teamwork</b> Willingness to accept supervisory instruction. Willingness to help others accomplish objectives. Effective member of assigned team(s). Builds good relationships.	Uncooperative. A "roadblock" to co-workers, clients or vendors. Refuses to accept supervisory instruction and direction. Exhibits poor team skills.	Often uncooperative when faced with reasonable requests for assistance. Can be argumentative without good cause. Is often not an effective member of assigned workgroups or teams.	Generally cooperative. Accepts supervisory instruction and direction and will question only with good cause. Works well on teams and builds good relationships.	Very cooperative. Often offers assistance. Can usually be counted on to help. Puts the team above self. Excels on building effective relationships.	Extremely cooperative. Constantly offers aid and always available to help others. Offers suggestions and recommendations which improve cooperation. Leads teams to greater success.



# Employee Performance Self-Assessment Form HR-505

PROPERTY MANAGEMENT | DEVELOPMENT  
SERVICE COORDINATION

A Davis Real Estate Company

Employee Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Property/Location: \_\_\_\_\_

Performance Factors	Unsatisfactory	Needs Improvement	Meets Expectations (This rating is used most often and indicates competent performance.)	Above Average	Outstanding
<b>Courtesy and Customer Service</b> Respect for feelings of others. Politeness. Readily assists external and internal customers with caring service.	Frequently rude. Causes noticeable discomfort to others. Constantly antagonizes co-workers and or supervisors and/or public contacts.	Occasionally impolite to co-workers, customers or others. Has some difficulty getting along with others, but makes attempts to improve relationships.	Observes common courtesies, does not offend. Gets along well with others. Has a good customer service attitude with both external and internal customers.	Very conscientious of other's feelings and rights. Always polite. Has a strong positive customer service attitude with both external and internal customers and provides caring service.	Extremely courteous, well-mannered and polite. Always considers the comfort and ease of others. Leads others by always demonstrating a positive, caring customer service attitude with everyone.
<b>Initiative</b> Voluntarily starts projects or tasks. Attempts non-routine jobs and tasks. Assists others.	Shows little initiative. Never volunteers. Sticks closely to job routine. Must have specific instruction to perform tasks outside of job routine.	Shows some initiative. Will sometimes start or begin work without specific instructions but usually waits for instructions and direction.	Usually anticipates work to be done and begins work with only occasional instruction. Attempts to solve non-routine job problems as they occur.	A self-starter. Will generally volunteer and require little instruction and direction.	Anticipates work to be done and starts or begins work without hesitation. Rarely needs instruction or direction. Consistently accepts difficult or unpleasant jobs to achieve goals.
<b>Innovation and Creativity</b> Imagination, creativity and skill used to improve processes, lower costs and increase profitability.	Never offers a new procedure or new idea.	Rarely suggests new ideas.	Average number of suggestions for improving methods and procedures, lowering costs or increasing profitability.	Often suggests creative ideas to improve processes, lower costs and increase profitability.	Very innovative. Constantly offers imaginative suggestions to improve processes, lower costs and increase profitability.
<b>Job Knowledge</b> The blending of job-related education, skills and experience, appropriately applied to the job.	Severely lacking in knowledge of job. Requires constant instruction and help or rework.	Noticeable deficiencies in job knowledge. Needs frequent instruction and help.	Understands job routine. Some more advanced knowledge still to be acquired.	Completely understands all aspects of job.	Understands why all job functions are performed and interrelationship with the functions of other jobs within the organization. Provides instruction to help others.
<b>Judgment</b> Capacity to make reasonable and timely decisions.	Frequently makes irrational decisions. Cannot be relied on to make good decisions and/or solve problems. Poor judgment exhibited.	Does not anticipate consequences and too often selects wrong alternative.	Usually exercises sound judgment and solves problems in routine and non-routine situations.	Above average reasoning ability. Seldom errs in judgment.	Sustains high level of sound judgment. Exceptionally good decision maker and problem solver for both routine and non-routine situations. Can usually forecast consequences.



# Employee Performance Self-Assessment Form HR-505

PROPERTY MANAGEMENT | DEVELOPMENT  
SERVICE COORDINATION

A Davis Real Estate Company

Employee Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Property/Location: \_\_\_\_\_

Performance Factors	Unsatisfactory	Needs Improvement	Meets Expectations (This rating is used most often and indicates competent performance.)	Above Average	Outstanding
<b>Organization and Planning</b> Organization of the individual's work and work area. Ability to plan one's work in advance to ensure efficiency and timeliness.	Usually disorderly and chaotic. Does not plan or organize.	Frequently unorganized or work area in disarray. Duplicates efforts fairly often.	Plans and organizes work sufficiently to perform the job.	Highly organized and efficient. Few instances of poor performance from lack of order or planning.	Exceptionally precise in organizing work. Has immediate access to everything needed. Extremely efficient.
<b>Perseverance</b> Steadfast pursuit of job objectives when faced with unexpected obstacles or setbacks.	Frequently quits when faced with unexpected obstacles.	Is sometimes deterred by obstacles which should be overcome.	Is not stopped by most obstacles, works through them.	Displays sufficient drive to overcome unusually difficult obstacles.	Always displays extreme determination. Will rarely quit until objective is reached.
<b>Quantity and Productivity</b> Level of satisfactory output generated per unit of time.	Usually below acceptable standards of job.	Barely acceptable level of output. A slow worker.	Meets productivity standards for job.	Usually exceeds the norm. A fast worker.	Exceptional producer. Generates maximal output.
<b>Reliability, Fairness and Integrity</b> Dependability and trustworthiness. Acts with integrity and fairness. Does the right thing consistently.	Not reliable. Often fails to deliver a complete job. Often does not act with integrity and fairness.	Occasionally leaves routine tasks incomplete. Occasionally does not act with integrity and fairness.	Can be relied on to complete all aspects of job. Consistently acts with integrity and fairness.	Completes work with little supervision. Will complete occasional special projects. Always acts with integrity and fairness.	Extremely dependable and trustworthy. Readily accepts all assignments and special projects. Always acts with the highest level of integrity and fairness.
<b>Supervision</b> Provides timely and effective direction and oversight. Provides constructive feedback. Treats all employees with respect and fairness. Exhibits good written and oral communications skills. Routinely provides and documents timely corrective action.	Regularly does not provide adequate direction and training to employees. Does not understand and regularly follow wage and hour and employment laws. Does not provide timely or consistent feedback and documented corrective action. Poor verbal or written communication skills.	Occasionally not provide adequate direction and training to employees. Occasionally does not understand and follow wage and hour and employment laws. Sometimes does not provide timely or consistent feedback and documented corrective action. Verbal or written communication skills need improvement.	Regularly provides adequate direction and training to employees. Understands and follows wage and hour and employment laws. Provides timely and consistent feedback and documented corrective action. Competent verbal and written communication skills exhibited.	Always provides effective direction and training to employees. Fully understands and follows wage and hour and employment laws. Always provides timely and consistent feedback. Documents corrective action timely and using correct forms. Highly skilled in verbal and written communications.	Provides highly effective direction and training to all employees. Fully understands and follows wage and hour and employment laws and shares knowledge. Regularly provides timely and consistent feedback. Documents corrective action timely and using correct forms. Outstanding verbal and written communications.