# C:\Users\bruesc1\Desktop\logo.jpg

#  eLEET: Electronic Laboratory Employee Enrichment Toolkit

**Self-Evaluation Form**

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| **Employee Information** |
| Name:       | Mentor:       |
| Position:       | Manager:       |
| **This form is used to track mentee self-evaluation during progress in new position. Self-evaluation is a critical component of the program and will help drive the relationship in the direction appropriate for both the mentee and the organization as a whole.** **Please rate your response to the following questions using the scale provided under each question. Additionally, any comments are welcome and can be added after each question.**  |
| 1. I have been an active and engaged participant during the first month of my employment. 2. My job description accurately describes my work functions in the laboratory. 3. When arriving at work, I am ready to perform my work functions. 4. I am comfortable seeking out assistance from other co-workers. 5. When confronted with a situation outside my realm of expertise, I will seek assistance. 6. My level of customer service is appropriate for the tasks I am assigned. 7. I enjoy my work. 8. I feel confident using computers and complicated equipment during my work tasks. 9. I feel comfortable admitting that I do not know the answer if asked a question. 10. My work assignments are completed in a timely fashion. 11. I convey information in a clear, concise, and easy to understand manner. 12. My job duties are clearly defined by my supervisor. 13. I have developed an understanding of the expectations of my position. 14. I follow through with all of my assignments and commitments. 15. I feel I manage my time effectively. 16. My interactions with my mentor help me understand my position and how I fit into the organization. 17. I exercise good judgment during my workday.  |