

REBECCA SCHOOL Employee Self Review Form

(To be completed by employee prior to Performance and Development Discussion)

Name: Christopher Hernandez Job Title: Media Specialist

Department: Media Supervisor: Tina

Review Period: 01/14 to 05/14

The Performance and Staff Development Discussion and Review process is designed to:

- 1. foster communication between you and your supervisor;**
- 2. help Rebecca School to better understand what you need in order to succeed at Rebecca School;**
- 3. improve your understanding of job expectations;**
- 4. promote more effective job performance;**
- 5. plan future performance and career development goals.**

To stimulate your thinking for the performance discussion and to insure that your manager is fully apprised of all your activities, please document past performance highlights and identify areas for current and/or future professional development and career growth.

The Supervisor will be taking this information into consideration as he/she prepares your performance and development review. Therefore, it is important that you return the completed form to your supervisor in a timely manner.

Instructions:

- Complete Sections I and II
- Section III – Performance and Development Plan
 - Indicate desired developmental need/goals
 - Recommend an action plan (e.g., training, special projects, cross-training, professional conference, seminar, committee participation, etc.)
 - Establish a target date for accomplishing the goals

(Attach additional sheets if necessary.)

Section I – Job Responsibilities

1. Have your job duties and/or responsibilities changed significantly during the review period? If so, list the primary changes below. (Attach additional sheets if necessary)

video editing, Photography, Graphic design, Videography, website maintenance, Social media marketing, Analytics analyzing.

Section II – Accomplishments and Achievement of Goals

1. List major professional goals and accomplishments achieved during the last year. If multi-year goals apply, indicate milestones reached. If no goals were set, please indicate contributions made in the year (e.g., projects; mentoring or training staff; enhanced service delivery; demonstration of leadership; mastery of skill or knowledge base; team/unit support; committee participation, etc.)

Help set up and run Dir Conference. Bump @P over influencer score by 20 points. Created tech group.

2. List a goal or expectation you had in mind for a specific student this year. Discuss if the goal was or was not met and how you personally helped to address it.

Section III – Performance and Development Plan

Consider the following bullets as you prepare for the meeting with your supervisor and use your responses to complete the performance and development plan below.

- What aspects of your job give you the greatest satisfaction?
Running a tech group, using my graphic design and video editing skills. Essentially, using the skills I went to school for.
- What new skills would you like to learn to help you in your work or to prepare for additional responsibilities?
Rediker/Panda (future) maintenance.
- Is there anything your direct supervisor can do differently to help you succeed?
not so much.
- In what ways have you helped to implement the principles of DIR./Floortime™ in your classroom and around the school?
using DIR floortime to run tech group.
- Where do you feel your strengths are with in the DIR model?
 - my affect
- How do you feel these strengths fit into the big picture of the classroom?

- List some ways you have dealt with interpersonal conflicts that occur when working as part of an interdisciplinary team.
- What makes you an asset to Rebecca School?
my knowledge, skills and drive to always perform at my best
- In what areas would you hope to improve your performance during the coming year?

Section III, (continued)

- Are there any other aspects of your job you would like to discuss during your performance review?
Yes? IT issues.

Considering the goals and developmental issues listed above, outline some specific actions that will be undertaken to address them (e.g., training, special projects, cross-training, professional conference, seminar, committee participation, etc.). Goals should be measurable, observable and realistic. List a minimum of 2-3 goals and the developmental activity planned to achieve goals:

Performance/Development Goal	Action Plan What are you going to do to achieve this goal?	Target Date or Milestone
Social Media	raise influencer score another 20 pts	05/19
DIR Conference.	Gain relationship with a new camera company for next years conference.	03/19

Date: 05/07/18

Print name: Chris Hernandez

Signature: 