**EMPLOYEE SELF-ASSESSMENT**

Name: \_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_ Evaluation period: \_\_\_\_\_\_\_\_\_\_

As a part of the performance review process, use this form to review, describe, and evaluate your job performance over the past evaluation period. Share this form with your supervisor prior to your evaluation meeting for submittal with your annual performance evaluation for your file.

A. **What You Have Done.** Address your overall performance record. What have you done to:

1. What were your most significant work-related accomplishments? (Include projects, big assignments, new skills or knowledge gained.)
2. How do these accomplishments relate to your key responsibilities and goals for you and your team/department?
3. What didn’t you accomplish that you had planned on accomplishing? Could you identify the reasons?
4. 12. How would you grade yourself in terms of: (scale of 1 to 5, 1 = low, 5 = high)

\_\_\_\_\_ Consistency \_\_\_\_\_ Communication \_\_\_\_\_ Technical skills
\_\_\_\_\_ Reliability \_\_\_\_\_ Organizational skills \_\_\_\_\_ Competence

B. **What You Plan To Do.** What are your concrete goals over the next review period, and what are the measurable outcomes that will demonstrate that you have achieved those goals?

1. What are your goals for the next evaluation period?
2. How will you accomplish these goals?
3. What do you need to accomplish these goals?

**C. What Your Supervisor and the Company Can Do to Help.**

1. How can your supervisor help you to work more efficiently and support your goals?
2. What additional training or development would help you improve and/or enhance your work performance?
3. What feedback or suggestions do you have to improve your team/or department?
4. What are your long-range career objectives and what are your plans to accomplish these objectives?
5. How can you bring added value to this organization?