

Self-Evaluation Tool for Employees

Employee Name:	
Job Title or Position:	
Date:	Supervisor:

Please complete the following information to help you prepare for your annual performance review. Use the spaces provide to include appropriate comments about your job and your performance. Please focus your responses based on your experiences during the prior year. You may use additional pages as necessary. Consult with your supervisor if he/she would like to see this before your formal annual review meeting or have you bring it to the review meeting.

1. What do you consider to be the top three to five priorities of your job as you understand them?
2. What do you see as your greatest strengths or accomplishments over this past review period?
3. What factors, environmental or otherwise, impacted your job or your ability to perform your job during the last review period?
4. What were your most important and successful efforts during the past review period in collaborating within and outside the department or institution?
5. Complete the following sentence. *I believe that my greatest contribution to the department and the institutional mission is:*
6. What could you do to perform you job duties and assigned tasks more efficiently?
7. In what area or areas would you like to gain for experience, training or education?
8. What activities, classes or trainings have you participated in over the last review period in order to develop yourself professionally?
9. Please complete the following. *I would like to work in the following areas or on the following projects or tasks if the opportunity arises:*
10. Please complete the following. *I believe my goals and objectives for the coming year should be:*
11. What could your supervisor or co-workers do to help you in your job or assist you in becoming more productive?

12. What other comments or suggestions would you like to offer?