

# NDI - Annual Performance Evaluation Process

## Employee Self-Evaluation Form

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*This form is to be used by an employee to provide their manager with information/feedback regarding their performance relevant to formal evaluation. Preparation and submission of a self-evaluation is not required by Human Resources, but is strongly encouraged. Individual managers may, however, require their employees to complete a self-evaluation.*

### General Information

Employee Name:	Position Title:
Team Name:	Manager/Reviewer Name:
Performance Evaluation Period: <input type="checkbox"/> Full-year <input type="checkbox"/> Partial-year or other relevant timeframe (from                      to                      )	Date Self-Evaluation Prepared:

### Questions

*When writing your self-evaluation for the given evaluation/feedback period, consider and address the following questions:*

1. Describe your major accomplishments/results for this review period:

2. Describe your performance against your defined job accountabilities/responsibilities:

3. Describe your performance against any applicable goals that were established for this review period:

4. Describe any extenuating circumstances that impacted your performance for this review period:
5. Describe what you believe your strengths are related to your performance during this review period:
6. Describe any actions you took to support your professional development and in what areas you believe you have improved and/or grown in your capabilities and job knowledge:
7. Describe any areas of your performance on which you believe you could improve, e.g. skills or knowledge:

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12. Provide any subjects you would like to cover with your manager during your annual performance evaluation/feedback discussion:

13. Include here anything else you would like to add related to your performance