

## Employee Self-Assessment

Performance Review Period: \_\_\_\_\_

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_

Office \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

### Employee Instructions:

***Please complete and return this 3 page self evaluation to your supervisor.*** Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review \*.

\* If you have been employed by the company less than a year, substitute references to "since the last performance appraisal" with "since you were hired" and answer the questions accordingly.

1. List your most significant accomplishments or contributions since last year.

How do these achievements align with the goals/objectives outlined in your 1998 review?

2. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

3. What activities have you initiated, or actively participated in, in effort to encourage camaraderie and teamwork within your group and/or office?

What was the result?

4. To which of the following factors would you attribute your professional development since last year: offsite seminars/classes (specify if self-directed or required by your supervisor), onsite training, peer training, management coaching or mentoring, on-the-job experience, better exposure to challenging projects, other - please describe.

5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

6. Studies have shown that high customer satisfaction and employee satisfaction is closely linked. What are your ideas for improving the Company's client and/or employee satisfaction and retention?

7. State two career goals for the coming year and indicate how you plan to accomplish them.

