



## Self-Assessment Form

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**Employee Name:**

The Self-Assessment questions are intended to help you organize your thoughts and prepare for your performance discussion with your manager. You should document your accomplishments here and provide to your manager prior to the review conversation. Your manager can use this information while drafting your Performance Evaluation.

1. Please comment on the results for each of the goals you set at the beginning of the year. Be sure to factor in the metrics as you comment on your goals. If any of your goals have changed throughout the year, please comment on those changes here.

2. What are your most significant accomplishments outside of your goals since your last review?

3. What do you consider to be your key strengths in performing your job?

4. How have these strengths helped you achieve your goals?

5. In what areas of your job do you need to improve or learn more?

*If you have any questions about drafting your self-assessment, please visit our course on Performance & Development or contact your HR Business Partner.*

6. What have you done for your own growth and development this year? (This could be related to your professional development goal, but does not have to be.)

7. Are your capabilities being utilized in your current position? If not, how can they better be utilized?

8. What are your areas of focus for next year?

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