**Employee Name:** Click or tap here to enter text.

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

*If you have any questions, please visit our course on* [*Performance & Development*](https://northeastern.instructure.com/courses/30214) *or* [*contact your HR Business Partner*](https://service.northeastern.edu/hr?id=kb_article&sysparm_article=KB000420053)*.*

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.

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

1. 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.)

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.