

Employee Self-Evaluation

Name _____ Date _____

Job Title _____ Supervisor _____

Please complete the following information to help you prepare for your annual performance review. Please focus your responses based on your experiences during this prior year's review period. Please use this document to type your response and consult with your supervisor if he/she would like to see this before your formal review meeting, or have you bring it to the meeting. Thank you

1. What do you consider to be the top 3 to 5 priorities of your job as you understand them?
2. What do you see as your greatest accomplishments or successful efforts over this past year?
3. What factors, environmental or otherwise, impacted your job or your ability to perform your job during this review period?
4. Complete the following sentence. *I believe that my greatest contribution to PIC is:*
5. In what area(s) would you like to gain more experience, training or education?
6. What activities, classes or training have you participated in, in order to develop yourself professionally?
7. What could you do to perform your job duties and assigned tasks more efficiently?
8. What can your supervisor or co-workers do to assist you in becoming more efficient?
9. Complete the following. *I believe my goals and objective for the coming year should be:*
10. What other comments or suggestions would you like to offer?