

# Performance Evaluation – Self Assessment

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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 by \_\_\_\_\_.*

Your thorough and timely participation in the evaluation process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review.

**Supervisors: Attach completed Self-Assessments to the Employee's Performance Evaluation and submit to Human Resources.**

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your last review?

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

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

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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.

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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.

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

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

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8. Evaluate yourself on all factors that apply to you since your last performance appraisal, or date of hire, if less than one year. If a category does not apply to you, indicate N/A.

**Rating Scale:**      **5** – Exceeds Expectations    **4** – Above Average    **3** – Average    **2** – Marginal  
**1** – Unsatisfactory

<b>Category</b>	<b>Self-Rating</b>
a. Technical Skills (job/discipline are specific)	_____
b. Technical Knowledge (up-to-date on industry/news, articles, and best practices)	_____
c. Quality of Work Product (comprehensive, accurate, timely, etc.)	_____
d. Utilization of Productivity (complete assignments on time, etc.)	_____
e. Project Management Skills	_____
f. Computer Skills (MS Word & Excel, internet, etc.)	_____
g. Time Management & Organizational Skills	_____
h. Interpersonal Skills (positive attitude, ability to get along well with co-workers/clients/vendors)	_____
i. Communication Skills – Verbal/Written	_____
j. Innovation or Creativity	_____
k. Collaboration/Teamwork/Mentoring Skills	_____
l. Knowledgeable of/compliant with policies & procedures	_____
m. Leadership Skills (applies to anyone – not restricted to supervisory level employees)	_____
n. Professionalism (punctuality, attendance, conduct, responsiveness and follow through)	_____
<b>o. Overall</b>	_____

9. Name any other management personnel, besides your current supervisor, that you feel should provide input towards your performance evaluation.

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*Thank you for taking the time to complete the Employee Self-Assessment.*

**Please return this form to your supervisor by: \_\_\_\_\_.**