



Employee Self-Assessment Form

Please complete this form and provide it to your supervisor prior to your annual performance appraisal.

Name: _____

Title: _____

Department: _____

1. List what you believe were the key elements of your job during the past year.
2. What were your major accomplishments for the past year?
3. What training and development activities did you complete during the year?
4. What were your major challenges to accomplishing your goals/job responsibilities?
5. What are your strengths as they pertain to your job?
6. What are your weaknesses as they pertain to your job?
7. What do you believe your key goals should be for next year?
8. What do you need from your supervisor to allow you to attain those goals?
9. What areas do you need (want) to develop in the next year?
10. What can your supervisor do to better assist you in your position?

Signature: _____ **Date:** _____