

Employee Name:

Position:

Your self-assessment is integral to the evaluative process and I welcome your feedback. Please take the time provide input regarding your performance in 2016 performance and submit the completed form to me by the due date.

**1. What accomplishment are you most proud of?**

**2. In what areas could you improve your performance?**

**3. What development opportunities would you recommend to enhance your performance contribution?**

**4. What help do you need from your manager?**