

**Part III**  
**Employee Self-Evaluation Worksheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

This work sheet is intended to assist you and your supervisor in reviewing work performance and developing future goals. Please answer the following questions. Your comments will be reviewed and discussed during your performance evaluation meeting with your supervisor.

**PERFORMANCE RESULTS:**

What do you feel you have accomplished since your last performance evaluation in meeting your performance goals, objectives, achieving work standards and improving job performance? What do you feel were your most notable and/or satisfying accomplishments?

**DIFFICULTIES, CHALLENGES AND SUGGESTIONS FOR IMPROVEMENT:**

Did you experience any significant difficulties and/or challenges in meeting your performance goals?

**PERFORMANCE PLAN AND GOALS FOR NEXT EVALUATION PERIOD:**

What projects, performance goals would you like to accomplish in your position within the upcoming evaluation period? What job assignments are you interested in?

**PROFESSIONAL/CAREER DEVELOPMENT AND TRAINING:**

What training would you like to be involved with or have made available to help you meet your goals and objectives? What plans do you have for expanding your knowledge and skills?

**ASSISTANCE:**

How can we help you to achieve your desired goals, objectives and future accomplishments?

**MISCELLANEOUS:**

Is there anything additional that you would like to discuss during your performance evaluation meeting?

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date