Please complete and return to your supervisor prior to your performance evaluation meeting. Although this form is *optional*, employees are encouraged to complete this self-assessment to provide their supervisor with valuable information.

**Section 1: Employee Information**

|  |  |
| --- | --- |
| Employee Name (Last, First) | Employee ID# |
|       |       |
| Manager/Supervisor Name & Title |
|       |
| Performance Period | Date Completed |
|       |       |

**Section 2: Self-Assessment**

|  |
| --- |
| What were your major achievements in the measurement period? (Ex. Created a new process, spearheaded a training course, participated in a community service project, etc.) |
|       |
| Who are your primary customers and how well have you served them this measurement period? |
|       |
| What are the areas of your performance (professional conduct and results) on which you could improve? Please describe.  |
|       |
| Are there additional skills, knowledge, or resources that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list. |
|       |
| What goals (specific measurable results) do you expect to accomplish during the next measurement period? |
|       |
| Did you meet your development plan goals for the measurement period? (Please see prior measurement period’s evaluation) |
|       |
| List the subjects you would like to discuss during your annual performance evaluation meeting. |
|       |