



**SELF EVALUATION FORM**

**Employee Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Employment Date:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

The self-evaluation is part of the Performance Appraisal Program, and gives you an opportunity to take an active role in your own performance evaluation. Start by looking at your job, and the goals, objectives, and standards of performance that you and your supervisor created and agreed to at the beginning of the review period. Reflect on your performance, then respond to the questions that follow. Once complete, keep a copy for your records and give the original form to your supervisor by the date requested so that s/he can look it over and consider it when preparing to write your review.

**1. What were the goals, objectives, and standards of performance that you and your supervisor created and agreed to at the beginning of the review period?**

**2. How well did you perform them?**

**3. In what areas did you perform especially well?**

**4. In what areas could you have improved your performance?**

**5. Did you work on special projects? What did you do? How did it go?**

**6. Did you change the things you worked on during the year? If yes, why did that happen? Did the department's priorities change during the year?**

**7. If you have "customers," how well do you think they would say you performed? What were your strong points? What areas need some improvement?**

**8. Is there anything else you would like to say about your performance?**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_