

Community Action of Southeast Iowa

Self-Evaluation for Performance Evaluation

Prior to your performance evaluation review with your supervisor, you should prepare by:

1. Reviewing your job description.
2. Determine areas of competence and areas that need improvement.
3. Think of ways you may improve your performance.
4. Complete the self-appraisal information.

Your supervisor will be evaluating your performance and your progress. A discussion between you and your supervisor will be held to come to an understanding upon which improvement in your present job and plans for your development can be based. The questions on this form are intended to help you prepare for this discussion by having you think about your work and your capabilities. **Bring it with you to your evaluation, as you will discuss it with your supervisor during your performance review.**

1. What do you consider to be the most important parts of your job?

2. What parts of your job interests you the most and the least?

3. Are there any areas of your job that you feel you need more experience and training? yes no

4. Do you feel you have abilities which are not being fully utilized on your job? yes no

5. Are there any changes in your job that could be made to increase your performance? yes no

6. What is your employment goal for the next five years? What are you doing to prepare yourself?

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____