



Today's Date \_\_\_\_\_ Evaluation period from \_\_\_\_\_ to \_\_\_\_\_

Employee Name \_\_\_\_\_

Classification: \_\_\_\_\_

Working Title \_\_\_\_\_

Department: \_\_\_\_\_

Employee Type:

MPP

Represented

Confidential

Evaluation Type:

First

Annual

Additional

**PURPOSE**

This is an optional form for you to document your performance and to enhance two-way communication with your supervisor/evaluator. Use this document to list information you believe should be considered when evaluating your performance.

**INSTRUCTIONS**

You are encouraged to complete this self-evaluation as thoroughly as possible and submit it to your supervisor/evaluator prior to your performance review.. If a section is not applicable; mark it "N/A". Please sign this form and have your supervisor/evaluator sign it to acknowledge receipt. This self-evaluation will be attached to your final performance evaluation before placement in your official personnel file.

**SECTION I – PERFORMANCE**

1. Comprehensive descriptions of job performance during the past year (identify specific examples):

2. Key accomplishments during the past year:

3. Significant difficulties and/or problems encountered:

4. Actions taken to overcome above difficulties and/or problems:

**SECTION II - DEVELOPMENT**

5. List areas of greatest job-related strengths:

6. List areas needing additional development (indicate specific training & timeframes):

7. List suggestions you have for improving the quality of work & productivity in your work area:

**SECTION III - PERFORMANCE PLANNING**

8. List recommended goals for coming appraisal year:

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_  
Please print