

OURAY COUNTY
EMPLOYEE'S PERFORMANCE PLANNING AND SELF ASSESSMENT FORM

Date

Empl. No. First Name Last Name M.I.

Employee Job Title

Department

From: _____ To: _____
Period Being Reviewed

Type of Review

- Annual Probation
 Other

I. PURPOSE

1. The Performance Planning and Appraisal process is designed to provide employees of Ouray County with feedback relating to individual strengths and areas requiring growth during each review period.
2. The Performance Planning and Appraisal process is designed to stimulate dialogue between the employee and the supervisor, and to encourage both parties to commit to goals to be accomplished during the next review period.

II. INSTRUCTIONS

1. The questions below are designed to stimulate your thinking and to help you prepare for the appraisal session so that you receive maximum benefit from it. Think about your performance and progress during the entire review period, as well as your plans for future improvement. Appraise yourself honestly.
2. Upon completion, please return this form to your supervisor in advance of your scheduled appraisal session.

III. SELF ASSESSMENT QUESTIONNAIRE

1. What do you consider to be the most important abilities that your job requires?
2. What do you see as your strengths relative to the requirements of the job? What job skills do you view as target areas for improvement or growth?
3. Do you have any skills, aptitudes or knowledge not fully utilized in your job? If yes, what are they and how could they be better utilized?

4. What were your major accomplishments for the past review period?

5. Is there anything you set out to accomplish or were assigned that you did not accomplish this past review period?

6. What are your performance goals for the next review period, and how will you accomplish them?

7. In what areas do you feel additional education, training/development would be beneficial?

8. In what ways can your supervisor help you to do a better job?

9. Indicate your short-term and long-term career interests. (What type of work do you see yourself doing five years from now? How are you preparing yourself for this work?)

10. What other comments or suggestions should be addressed during the review session?

Employee's Signature

Date