

Annual Performance Evaluation - Self Assessment

Employee Name: _____ Date: _____

Position Title: _____ Supervisor: _____

Instructions: Please complete and return this self evaluation to your supervisor.

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. If you have been employed by the company less than a year, substitute references to "since the last performance appraisal" with "since you were hired" and answer the questions accordingly. Thank you.

Supervisors: Attach completed Self-Assessment to the Employee's Annual Performance Evaluation Form and return to HR. Thank you.

1. List your most significant accomplishments or contributions during the past year. How do these achievements align with the company's mission and core values?

2. During the past year, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

3. What activities have you initiated, or actively participated in, in effort to encourage camaraderie and teamwork within your group and/or office? What was the result?

4. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

5. Studies have shown that high customer satisfaction and employee satisfaction is closely linked. What are your ideas for improving the Company's client and/or employee satisfaction and retention?

6. State two career goals for the coming year and indicate how you plan to accomplish them.

7. Please list any additional comments you'd like to share.
