

## EMPLOYEE ANNUAL SELF REVIEW

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Please answer the questions below. You may answer in whatever detail you think is necessary to communicate your perspective on your accomplishments during the evaluation period, the obstacles you experienced, your goals for the next year and the support you may need to achieve those goals. This Self Review is a part of your Annual Evaluation and will be included in your personnel file along with the evaluation completed by your supervisor.

1. Describe the ways your performance met the goals you established for yourself this evaluation period.
2. Describe significant accomplishments that you would like considered for the current evaluation.
3. Describe areas of your job in which you have grown significantly, made progress on past challenges and/or have been able to use new learning for professional and/or programmatic growth.
4. Describe any notable obstacles you encountered in fulfilling your goals and performance expectations during the past year. Suggest ways to remove those obstacles.

