



**Catholic Diocese of Saginaw
EMPLOYEE SELF-EVALUATION**

EMPLOYEE _____

REVIEWER _____

TODAY'S DATE _____

RETURN DATE FOR THIS EVALUATION _____

EVALUATION DATE AND TIME _____

We will be meeting for a performance and development review. A two-way discussion would help toward a more beneficial evaluation; therefore, I would appreciate your own evaluation and appraisal of your job performance. Take your time and be specific when completing this form. Your input is important to the evaluation process. Please return this evaluation form to me at least one week before our meeting, as indicated above. This will give me time to obtain any additional information that might be helpful in preparing for your performance evaluation.

1. Where do you believe you have made the greatest progress in your work?

2. What improvements do you need, or would you like to make in your work?

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3. Please describe what helps you to do your work well.

4. What makes it difficult for you to do your work and how would you resolve these difficulties?

5. Do you have any questions about what is expected of you in your job? If yes, please list below.

6. Please list three specific goals that you would like to achieve within your job responsibilities. Make the goals measurable, realistic, and attainable. Set a time period for achieving each goal.

A)

B) _____

C)

- 7. GENERAL COMMENTS AND CONCERNS: Please describe any specific concerns you would like to discuss as part of your performance evaluation.**

Employee Signature

OHR-2012