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# PERFORMANCE APPRAISAL SELF-ASSESSMENT

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## **INSTRUCTIONS:**

Use of this form is optional. You may complete this self-assessment form or prepare a two-page self-assessment which contains the same information indicated on the form and submit it to your manager by the end of the Rating Period. Your manager will give due credit to it when developing the Rating of Record. You should list or describe all significant, noteworthy accomplishments and/or achievements during the specified Rating Period that relate to a specific performance aspect. You may also list professional development and/or training completed during the Rating Period.

## **Privacy Act Statement:**

The Privacy Act of 1974 requires that when we ask you to provide information about yourself, we must tell you: our legal right to ask for the information; the principal purpose(s) for which the information is intended to be used, what could happen if we do not receive any or all of the information and whether your response is voluntary or mandatory. Our legal right to ask you to acknowledge receipt of performance appraisal is derived from 5 USC 9508, General Workforce Performance Management System and 26 CFR Part 801, Balanced System for Measuring Organizational and Employee Performance within the Internal Revenue Service. Providing a self-assessment is voluntary. Your supervisory officials will consider the information you furnish in preparing an assessment of your performance. The information contained in your performance assessment may be disclosed to IRS employees who have a need for the record in their official duties. Disclosures may also be made when appropriate, under routine uses published in the Federal Register for Privacy Act System of Records, Treasury/IRS 36.003, General Personnel and Payroll Records. Under the appropriate circumstances, disclosure may be made to the Office of Personnel Management, the Equal Employment Opportunity Commission, the General Accounting Office and others. Failure to furnish any or all of this information may result in your supervisors preparing your appraisal without considering information you may feel is relevant or significant.

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Name:	Series/Grade:
Division/Branch:	Rating Period:

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**I. Employee Satisfaction/Contribution**

- A. Workplace Interaction
  
  
  
  
  
  
  
  
  
  
- B. Workgroup Involvement
  
  
  
  
  
  
  
  
  
  
- C. Workplace Environment

**II. Customer Satisfaction (Knowledge)**

**III. Customer Satisfaction (Application)**

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**IV. Business Results (Quality)**

**V. Business Results (Efficiency)**

Additional comments that I want my supervisor to consider in developing my performance appraisal.

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Signature

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Date