**EMPLOYEE SELF-PERFORMANCE EVALUATION**

Name:

Position:

Date:

This form is designed to aid you in preparing to participate in your formal performance review. The primary purpose is to act as a guide for you to gather information and thoughts that are consistent with topics that will be discussed during your employee evaluation. Please complete this form and return to your supervisor prior to your scheduled employee review. You may choose to keep a copy for your records and bring it with you during your evaluation.

1. List your accomplishments over the past six months of employment. Include special projects either in your normal job description or beyond normal duties; consider your performance in the areas of planning, organizing, initiative, problem solving and decision making.
2. What do you like most about your job?
3. As you see them, list your major job-related strengths. Cite examples if you wish.
4. List areas where you feel a need for improvement. Consider attendance, utilization of time and resources, etc.
5. What are your goals for the next six months?
6. Do you feel supported in your career goals?
7. If you could change anything about the company, what would it be?
8. Any additional information, thoughts, or comments you'd like to share?