

PRINTABLE SELF-EVALUATION TEMPLATE

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NAME

JOB TITLE

SUPERVISOR

DATE

PERFORMANCE REVIEW PERIOD

Please answer the following questions to assess your job performance during the performance review period. Once you have completed it, return it your supervisor prior to your performance review meeting.

1. WHAT ASPECTS OF YOUR JOB DO YOU ENJOY THE MOST? WHAT ASPECTS DO YOU ENJOY THE LEAST?

2. ARE THERE ANY ASPECTS OF YOUR JOB THAT AREN'T PART OF YOUR ACTUAL DESCRIPTION? IF SO, WHAT?

3. IS THERE ANY ASPECT OF YOUR JOBS THAT YOU WOULD PREFER TO DO MORE THAN OTHER? IF SO, WHAT AND WHY?

**4. WHAT WAS YOUR GREATEST ACHIEVEMENT DURING THIS PERFORMANCE PERIOD?
WHAT ACCOMPLISHMENT(S) ARE YOU MOST PROUD OF?**

5. WHAT ASPECTS OF YOUR JOB DO YOU CONSISTENTLY DO WELL IN PERFORMING?

6. NAME SOME UNMET GOALS YOU COULD HAVE COME CLOSER TO REACHING DURING THIS PERFORMANCE PERIOD? WHAT WOULD HAVE HELPED YOU ACHIEVE THOSE GOALS?

7. LIST WHAT SKILLS YOU WOULD LIKE TO IMPROVE WITHIN THE NEXT PERFORMANCE PERIOD.

8. WHAT ACHIEVABLE GOALS ARE YOU INTERESTED IN SETTING FOR THE NEXT PERFORMANCE PERIOD?

9. WHAT CLASSES, WORKSHOPS, CONFERENCES, COACHING, OR SUPPORT WOULD HELP YOU PERFORM BETTER AND HELP YOU ACHIEVE YOUR GOALS?

10. PLEASE LIST THE LONG-TERM GOALS FOR YOUR CAREER. WHAT HELP COULD THE ORGANIZATION PROVIDE IN HELPING YOU PREPARE FOR THESE GOALS?

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