

Employee Self-Assessment

Performance Review Period: _____

Employee Name _____ Date _____

Job Title _____ Office _____

Supervisor's Name _____

Employee Instructions:

Please complete and return this 3-page self evaluation to your supervisor by _____.

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review *.

* If you have been employed by the company less than a year, substitute references to "since the last performance appraisal" with "since you were hired" and answer the questions accordingly.

Supervisor Instructions:

Attach completed Self-Assessments to the Employee's Performance Appraisal and return to HR.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your ____ review?

2. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

3. What activities have you initiated, or actively participated in, in effort to encourage camaraderie and teamwork within your group and/or office? What was the result?

4. To which of the following factors would you attribute your professional development since last year: offsite seminars/classes (specify if self-directed or required by your supervisor), onsite training, peer training, management coaching or mentoring, on-the-job experience, better exposure to challenging projects, other - please describe.

5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

6. Studies have shown that high customer satisfaction and employee satisfaction is closely linked. What are your ideas for improving the Company's client and/or employee satisfaction and retention?

7. State two career goals for the coming year and indicate how you plan to accomplish them.

8. Evaluate yourself on all factors that apply to you since your last performance appraisal, or date of hire, if employed here less than one year. If a category does not apply to you, indicate N/A.

Rating Scale: **4** Outstanding **3** Very Competent or High Level
 2 Satisfactory **1** Inexperienced or Improvement Needed

Category	Self-Rating
a. Technical Skills (job/discipline area specific)	_____
b. Technical Knowledge (up-to-date on industry/discipline news, articles and best practices)	_____
c. Quality of Work Product (comprehensive, accurate, timely, etc.)	_____
d. Utilization or Productivity	_____
e. Business Development	_____
f. Project Management Skills	_____
g. Computer Skills (i.e., MS Word & Excel, etc., the web)	_____
h. Time Management & Organizational Skills	_____
i. Interpersonal Skills (positive attitude; ability to get along well with co-workers/clients/vendors)	_____
j. Communication Skills - Verbal/Written (proposals/reports, letters, memos, etc.)	_____
k. Innovation or Creativity	_____
l. Collaboration/Teamwork/Mentoring Skills (circle & rate all that apply)	_____
m. Employee Policies (knowledgeable of/compliant with Company policies & procedures)	_____
n. Leadership Skills (applies to anyone - not restricted to supervisory level employees)	_____
o. Professionalism (punctuality, attendance; conduct; responsiveness and follow through)	_____
p. Overall	_____

9. Name any other management personnel, besides your current supervisor, that you feel should provide input towards your performance appraisal.

Thank you for taking the time to complete the Employee Self-Assessment.

Please return this form to your supervisor by: _____.