

Template 14: Employee Self Assessment

Name:	
The date of your Performance Appraisal:	
Please submit this completed form to your direct supervisor by (Insert Date)	

Purposes of the Performance Review Process:

- Assess level of work performance
- Provide an opportunity for discussing work performance
- Celebrate successes and achievements
- Offer feedback to supervisor
- Identify areas of opportunity
- Develop goals for next year
- Support and promote growth and development

Self-reflection is important for learning and continued development. Please take time to think about your work and contributions over the past year. We will review this document as part of the discussion at our performance review meeting.

MY ACHIEVEMENTS (What went well this year)

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WHAT I WASN'T ABLE TO ACCOMPLISH (and why):

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MY GOALS FOR NEXT YEAR:

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MY PROFESSIONAL DEVELOPMENT NEEDS AND CAREER GOALS:

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