



Performance Self-Assessment for Staff

Accomplishments

Employee Instructions: Your thorough and timely participation in the performance evaluation process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. While it is possible that you might not have, and therefore are not required to provide a response to every question on this self-assessment, it is expected that you will be able to answer the majority of these questions.

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

2. Over the course for the performance evaluation period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.



Performance Self-Assessment for Staff

3. 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.



Performance Self-Assessment for Staff

Goals

Employee Instructions: State your career goals for the coming year and indicate how you plan to accomplish them.

Goal 1:	
Plan to accomplish	

Goal 2:	
Plan to accomplish	



Performance Self-Assessment for Staff

Goal 3:	
Plan to accomplish	

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

Supervisors: Attach completed Self-Assessments to the Employee's Performance Evaluation.