

Self-Assessment

If this form is part of an annual performance review, discuss the form with your manager and then select and answer those questions that most apply to you. Note that this form also includes some preparation questions to consider for the next year.

Employee's Name:
Title:
Manager:
Date:

Job Definition

1. Attach a current position description; if applicable, make note of any significant changes since last year's performance review.
2. Which position responsibilities do you view as most important? Why?
3. Have there been any special circumstances that have helped or hindered you in doing your position this year? If yes, what were the circumstances and how did they affect your work?

Accomplishments

1. List your most significant accomplishments or contributions during the past year. How do these achievements align with the goals/objectives outlined in your last review?
2. Since the last review conversation, have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
3. Describe professional development activities that have been helpful since last year (e.g., offsite seminars/classes, onsite training, peer training, on-the-job experience, better exposure to challenging projects).

Goal Setting

1. What are your goals for the coming year and what actions will you take to accomplish these goals?
2. What could your supervisor/manager do to support you in doing your job and accomplishing these goals?

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3. What else would help you to do your job better and provide greater job satisfaction?

Development Planning

1. What kinds of professional development activities would you like to do during the coming year?

2. What support or information do you need to complete these activities?