

Employee Self-Assessment

Employee Name:	Job Title:
Department:	Supervisor:

This self-assessment provides you with an opportunity to reflect and share your thoughts on the meaningful work and accomplishments you achieved during this past review period.

Please complete this form and return to your supervisor by the due date provided by your supervisor.

Describe the contributions and achievements you made during this review period.

Do you have a significant accomplishment that stands out in your mind from the past year?

Have you taken on additional responsibilities over the past year that are not in your job description? If so, please list:

Define your biggest challenge(s) over the past year? How have you solved them or how are you working to solve them?

What were your goals from this past review period and what progress have you made toward accomplishing them?

Define the areas of your role in which you would like to improve and/or grow.