**EMPLOYEE SELF-ASSESSMENT FORM**

**Please complete this form and provide it to your supervisor.**

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| **NAME:** |  | **ID:** |  |
| **JOB TITLE:** |  | | |
| **DEPARTMENT:** |  | | |
| **SUPERVISOR** |  | | |

1. List what you believe the key elements of your job were during the past year.

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2. What were your major accomplishments for the past year?

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3. What training and development activities did you complete during the year?

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4. What were your major challenges to accomplishing your goals/job responsibilities?

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5. What do you believe your key goals should be for next year?

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6. What do you need from your supervisor to allow you to attain those goals?

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7. Other Comments:

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| **EMPLOYEE SIGNATURE:** |  | **DATE:** |  |
|  |  |  |  |

**SUPERVISOR, PLEASE RETURN WITH EMPLOYEE’S REVIEW FORM TO HUMAN RESOURCES. FOR MORE INFORMATION GO TO:** [**http://www.learningcc.org/perform**](http://www.learningcc.org/perform)