

Employee Self-Assessment Worksheet

Name:	Division/Dept:
Job Title:	Evaluation period begin date:
Supervisor:	Evaluation period end date:

<input type="checkbox"/>	Check here if you would like this Worksheet to be included in your Performance Evaluation and your personnel file.
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Part I. Goals:

Provide the list of goals established for the 2012-2013 performance period.

Part II. Accomplishments (Goals update)

List accomplishments related to your goals or scope of work, provide examples of specific outcomes. For each accomplishment area (include "areas of success" and "areas for continued development".)

Part III. Summary of Activities in my unit (which affected my performance)

Provide top activities that affected, positively or negatively, your performance. Provide some details.

Part IV. 2013-2014 Goals

To draft and finalize with your supervisor by December 1, 2013.

Part V. Development plan

To draft and finalize with your supervisor by December 1, 2013.

Employee signature:		Date:	
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