EMPLOYEE SELF-ASSESSMENT

TEXAS A&M UNIVERSITY CORPUS CHRISTI | HUMAN RESOURCES
OUR SERVICES - YOUR FUTURE

View HR Policies for university policies related to performance management. Employees and managers may contact Human Resources for tools and resources to strengthen the performance management process.

INSTRUCTIONS

Please complete this form and provide it to your supervisor prior to your annual performance appraisal.

EMPLOYEE NAME ***(First Middle Last)***	
JOB TITLE	EMPLOYING DEPARTMENT

SELF-ASSESSMENT

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

What were your major accomplishments for the past year?

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

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

EMPLOYEE SELF-ASSESSMENT

What are your strengths as they pertain to your job?

What are your weaknesses as they pertain to your job?

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

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

What areas do you need (want) to develop in the next year?

What can your supervisor do to better assist you in your position?

Signature of Employee **Date**