



Performance Appraisal Self-Assessment

Employee Name: _____ Date: _____

Job Title: _____ Location: _____

Supervisor's Name: _____

Performance Review Period: _____

Employee Instructions:

Please complete and return this self-evaluation to your supervisor by the 1st Tuesday in February.

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. If you have been employed by the company less than a year, substitute references to "since the last performance appraisal/review" with "since you were hired" and answer the questions accordingly.

1. What is your greatest contribution to the success of the company over the last year?

2. Over the last year have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

3. What activities have you initiated, or actively participated in, to encourage camaraderie and teamwork within your group and/or office? What was the result?

4. Describe areas you feel you could improve your performance. What resources or assistance could your supervisor provide to help you with this.

5. Identify two professional goals for the coming year and indicate how you plan to accomplish them.

6. Evaluate yourself on all factors that apply to you over the last year, or date of hire if employed here less than one year. If a category does not apply to you, indicate N/A.

Rating Scale: **4** - Outstanding/Role Model **3** - Very Competent
 2 - Satisfactory **1** - Inexperienced or Improvement Needed

Category	Self-Rating
a. Technical Skills related to your specific job	_____
c. Quality of Work Product (comprehensive, accurate, timely, etc.)	_____
d. Productivity/Efficiency	_____
e. Business Development/Customer interaction	_____
f. Project Management Skills – Budget/schedule	_____
g. Technology Skills	_____
h. Time Management & Organizational Skills	_____
i. Interpersonal Skills (positive attitude; ability to get along well with co-workers/clients/vendors)	_____
j. Communication Skills—Verbal/Written (proposals/reports, letters, e-mails, etc.)	_____
l. Collaboration/Teamwork	_____
o. Leadership Skills (applies to anyone—not restricted to supervisory level employees)	_____
p. Professionalism (punctuality, attendance; conduct; responsiveness and follow through)	_____

Thank you for taking the time to complete the Employee Self-Assessment.

Manager/Supervisor Comment Section: Self-Assessment

Name of employee: _____

Manager/Supervisor: _____

What were this employees' greatest contributions to the organization over the last year?

What could this employee do to provide a greater contribution going forward?

Employee Signature: _____

Date: _____

Manager/Supervisor Signature: _____

Date: _____

Managers: Completed appraisals must be returned to HR by the *last business day in February*.