



## Employee Self-Review Form

Employee Name: \_\_\_\_\_

Performance Review Period: \_\_\_\_\_

*Please answer the questions below, using additional pages as necessary, and provide to your supervisor prior to your review meeting.*

- 1) List your job **Performance Goals** and comment on your success in achieving each one during this Performance Review Period. Note and attach documentation as appropriate.
- 2) List your professional **Development Goals** and comment on your success in achieving each one during this Performance Review Period. Note and attach documentation as appropriate.
- 3) Comment on your success in meeting the relevant Performance Factors for your position. Provide specific examples when possible.
- 4) What do you feel were your greatest contributions to the organization during this Performance Review Period?
- 5) Where did you experience difficulties, challenges or obstacles?
- 6) What suggestions do you have for improving the efficiency, effectiveness, or service orientation of your division or department?
- 7) What do you see as your **Performance Goals** for the year ahead?
- 8) What do you see as your **Development Goals** for the year ahead?
- 9) How can your supervisor help you in achieving these goals?