

# ARCHDIOCESE OF LOS ANGELES



## SUPERVISORY/MANAGERIAL PERSONNEL SELF EVALUATION QUESTIONNAIRE

Name of Employee \_\_\_\_\_ Position Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Position Title \_\_\_\_\_

Review Period (from) \_\_\_\_\_ to \_\_\_\_\_

The purpose of this self-evaluation is to communicate to your supervisor your accomplishments, strengths and weaknesses, how you handled or have grown from critical incidents and challenges, continue to struggles with challenges in your position and to identify areas of desired development or improvement needed. A frank and honest assessment will provide you the opportunity to obtain your supervisor's guidance and the setting of new goals and expectations.

1. Individual and/or Department key Accomplishments of Past Year (What were your key accomplishments of the past year?)
2. Areas of Challenge in Past Year (What were your greatest challenges? What actions did you take to address them and what were the results? Would you do anything differently?)
3. Specify in what areas you feel you met or exceeded job requirements and how.
4. In what areas do you feel you did not meet job requirements and why.

5. If applicable, do you have any suggestions for improving departmental procedures and/or effectiveness?
  
6. Areas of Growth in the Past Year (What were your areas of greatest growth, both in job knowledge, skill or other area?)
  
7. Professional Development you've been engaged in during the previous performance review period.
  
8. Skills/Abilities needing development next Year (In what areas would you desire development for the next year? What is your action plan, including needed resources, to make that happen?)
  
9. Goals for Next Year (What are your goals for next year?)
  
10. What can your supervisor do to help you do your job better and/or help you to be more effective?
  
11. Describe how your job duties/involvement with others has helped you grow spiritually.

3/2017