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**EMPLOYEE SELF-EVALUATION PROCESS**

Attached find a copy of your job description, questionnaire, and a copy of the Annual Performance Review Form your supervisor will use to assess and discuss with you, various aspects of your work performance.

In preparation for the annual performance review process, you are being given an opportunity to play an active part and have a voice regarding your performance and the review process by completing a questionnaire and the annual performance review form.

It is important that your supervisor be given insight into:

- What factors influence or affect your performance
- How you perceive your performance
- What you consider to be your strengths and weaknesses.
- What you believe to be areas of self-improvement, development and training needs, as well as goals and accomplishments.

The employee self-evaluation process will help you prepare for an objective and honest discussion regarding your work performance, progress and personal growth.

Please complete the questionnaire and annual performance review form from your perspective, not what you believe your supervisor will think, say or wants to hear and submit to your supervisor as instructed.

If you have any questions on the attached documents, please speak with your supervisor or Human Resources.

## EMPLOYEE SELF-EVALUATION QUESTIONNAIRE

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Position \_\_\_\_\_

Review Period From \_\_\_\_\_ to \_\_\_\_\_

### Job Definition

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1. Review your job description.
  - a. Since your last review or last review of your job description, have you been assigned any additional duties or performing tasks your supervisor is not aware of not stated in your job description?
  - b. If so, please specify.
  
2. Have there been any special circumstances that have helped or hindered you in performing your job duties from the review period indicated by your supervisor? If yes, what were the circumstances and how did they affect your work?

### Accomplishments/Goals

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1. Describe any changes you suggested and were implemented that led to improvement(s) in your area (e.g., procedures, costs savings, efficiency)

### Development/Training

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1. Given the questions above, what could your supervisor do to support you in doing your job, ensure your success and/or meet established goals?
  
2. Describe how your job duties/involvement with others, has helped you grow spiritually.

3/2017