## Self-Evaluation Tool for Employees

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | | |
| Position: |  | | |
| Date: |  | Supervisor: |  |

Please complete the following information to help you prepare for your annual performance review. Use the spaces provided to include appropriate comments about your job and your performance. Please focus your responses based on your experiences during the prior year. You may use additional pages as necessary. Please ensure to get this to your supervisor approximately 30-days before your annual review.

|  |
| --- |
| 1. What do you consider to be the top three to five priorities of your job as you understand them today? |
|  |
| 2. Describe your greatest accomplishments or successes since your last review? |
|  |
| 3. What factors, positive or negative, affected your performance last review period? |
|  |
| 4. Complete the following sentence. I believe that my greatest contribution to the department and to UNISHKA since my last review has been: |
|  |
| 5. In what area or areas would you like to gain more experience, training, or education? |
|  |
| 6. In what professional activities or trainings have you participated since your last review? |
|  |
| 7. What can your supervisor or co-workers do to assist you to become more efficient/effective? |
|  |
| 8. Please complete the following: “I believe my goals and objectives for the coming year should be….” |
|  |
| 9. From your perspective, what can UNISHKA do to be a better employer? |
|  |
| 10. What other comments and suggestions would you like to offer? |
|  |

*Employee  
Signature*: *Date*:

*Supervisor  
Signature*: *Date*:

*This signature indicates that you have read and discussed this performance evaluation with your Employee. It does not necessarily indicate agreement with its contents.*