

# Performance Self Assessment

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

Date of Completion: \_\_\_\_\_

1. List your most significant accomplishments or contributions since your last review. How do these achievements align with the goals/objectives outlined in your last review?

2. Since the last review, 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 your professional development activities since your last review, such as offsite seminars/classes (specify if self-directed or required by your supervisor), onsite training, peer training, management coaching or mentoring, on-the-job experience, exposure to challenging projects, other—please describe.

5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

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

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7. Evaluate yourself on all factors that apply to you since your last review, or date of hire if employed here less than one year.

Rating Scale:

4 – Outstanding/Role Model

3 – Very Competent

2 – Satisfactory

1 – Inexperienced or Improvement Needed

N/A – Does Not Apply To Me

a. Technical Skills related to your specific job	
b. Technical Knowledge (up-to-date on industry/discipline news, articles and best practices)	
c. Quality of Work Product (comprehensive, accurate, timely, etc.)	
d. Utilization or Productivity	
e. Business Development	
f. Project Management Skills	
g. Technology Skills	
h. Time Management & Organizational Skills	
i. Interpersonal Skills (positive attitude; ability to get along well with others)	
j. Communication Skills—Verbal/Written (proposals/reports, letters, e-mails, etc.)	
k. Innovation or Creativity	
l. Collaboration/Teamwork	
m. Mentoring Skills	
n. Employee Policies (knowledgeable of and compliant with company policies and procedures)	
o. Leadership Skills (applies to anyone—not restricted to supervisory level employees)	
p. Professionalism (punctuality, attendance; conduct; responsiveness and follow through)	
q. Overall	

8. Name any other management personnel, besides your current supervisor, that you feel should provide input toward your performance appraisal.