



## 2019 EMPLOYEE SELF-EVALUATION (Voluntary)

### INSTRUCTIONS

**Instructions:** This form is intended to help you and your supervisor prepare for a meaningful discussion about your performance. Please provide information about performance highlights over the past 12 months and identify current and/or future development and career growth opportunities.

**Name:** Highlight content, enter text and tab

**Date:** Click drop-down to enter a date

**Title:** Enter text and tab

**Department:** Enter text and tab

**Supervisor:** Enter text and tab

1. **List goals established from your last evaluation and the results achieved. If no goals were set, describe contributions you made during that time.**

Enter text and tab

## EMPLOYEE SELF-EVALUATION

2. Please complete the following questions. These questions will be part of a discussion with your supervisor.

a. *Are there any specific parts of your job you would like to discuss during your performance review?*

Enter text and tab

b. *During the past year, what parts of your job gave you the greatest satisfaction? The greatest challenge?*

Enter text and tab

c. *Please note any training or self-development you participated in during the past year. In what ways was it helpful? Are there other training opportunities or interests where professional development will help you do your job better?*

Enter text and tab

d. *In what areas do you hope to improve your performance during the coming year?*

Enter text and tab

e. *Please provide examples of mentoring others.*

Enter text and tab

f. *Please provide examples of fostering a diverse and inclusive work environment.*

Enter text and tab

## EMPLOYEE SELF-EVALUATION

**3. Please describe your performance within the following categories.**

**a. *Communication with Others***

Enter text and tab

**b. *Customer Service Focus***

Enter text and tab

**c. *Timeliness and Attendance***

Enter text and tab

## EMPLOYEE SELF-EVALUATION

4. Please list goals and objectives you would like to achieve in the coming year.

**Goal No. 1:** Enter text and tab

**How will you reach this Goal?**

Enter text and tab

**Goal No. 2:** Enter text and tab

**How will you reach this Goal?**

Enter text and tab

**Goal No. 3:** Enter text and tab

**How will you reach this Goal?**

Enter text and tab

**Goal No. 4:** Enter text and tab

**How will you reach this Goal?**

Enter text