



Employee Self-Review Worksheet

Employee Name: _____ Supervisor Name: _____

As part of the performance evaluations process, you and your supervisor will engage in an annual Performance Review Discussion.

Prior to this meeting, your supervisor may ask you to complete this self-review worksheet or you may choose to do so in order to better prepare for the discussion. The purpose of this document is to facilitate two-way discussion between you and your supervisor.

1. List your key tasks and duties during the past year (if identified).

2. List any special accomplishments you achieved during the last year.



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3. List goals you completed from the previous year.

4. List any training or other learning opportunities you completed during the year.

5. List any obstacles you encountered in accomplishing your job responsibilities during the review period.



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6. What can your supervisor do to better assist you in your position or in accomplishing your goals?

7. Is there anything else we should discuss or consider?