**Annual Performance Appraisal Self-Evaluation Manager / Leadership**

Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Period (from) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose and Directions**

The purpose of the manager self-evaluation is to reflect on your performance over the past year, identifying your strengths and weaknesses as they relate to goals accomplished or not and the challenges that led you to stretch or re-direct; and to identify areas of needed improvement and desired development to continue the course or embrace new opportunities for carrying out the mission. This is also the opportunity for you to compile a list of accomplishments, critical incidents, and how you’ve handled and either grown from, or continue to struggle with, challenges in the position. A frank, honest assessment will provide you the opportunity of the greatest benefit from your supervisor’s guidance and the setting of new goals and expectations.

1. Key Accomplishments of Past Year (What were your key accomplishments of the past year?)

1. Talent Management / Team Leadership. How did your team do in reaching your office/department’s goals and objectives? Were you able to help them take their performance to the next level? Were there challenges you had to address and how effective were you in communicating expectations? How is their alignment with the mission?
2. Process or other Improvements of Past Year (Were you able to make significant improvements to a process, procedure or other area of work in the past year?)

1. Areas of Challenge in Past Year (What were your greatest challenges? What actions did you take to address them and what where the results? Would you do anything differently?)
2. Areas of Growth in the Past Year (What were your areas of greatest growth, both in job knowledge, skill or other area?)
3. Talent Management. Have you seen growth in the employees you supervise or support? What was that? Have you had to apply corrective action? How did that go?
4. Development. Were you able to learn a new skill or deepen knowledge in a particular area that you believe helps you in your work? What was that?
5. Areas Desiring Development Next Year (In what areas would you desire development for the next year? What is your action plan, including needed resources, to make that happen?)
6. Last year’s Goals. Please review last year’s evaluation and provide a summary of your progress toward achieving the goals I had indicated.
7. Goals for Next Year (What are your goals for next year?)