**Annual Performance Appraisal Self-Evaluation**

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

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

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

**Purpose and Directions**

The purpose of the self-evaluation is to reflect on your strengths and weaknesses as they relate to your performance in the position, and identify areas of needed improvement and desired development. 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. Goal Achievement of Past Year (Were you able to meet the goals that were assigned to you last year? If not, what were the obstacles?)
2. Key Accomplishments of Past Year (What were your key accomplishments of 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. 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?)
4. Goals for Next Year (What are your goals for next year?)