

## Performance Appraisal Employee Self-Review

Name :		Manager/Supervisor :			
Title:		Review Period:		Date:	

### ACCOMPLISHMENTS AND RESULTS

Use the space below to provide a summary of your key accomplishments and results. Consider the following questions:

- ☐ What are your most important achievements/accomplishments over the past 12 months? Include results for ongoing job responsibilities in addition to performance on specific projects or initiatives.
- ☐ What was your role and/or involvement on teams and/or committees over the past year?
- ☐ What are your greatest strengths and how did you use them in your position over the past year?
- ☐ What are opportunities for your development? What steps can you take to enhance your performance in these areas?

### Summary of Accomplishments and Results

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### PERFORMANCE BEHAVIORS

Use the space below to provide examples that highlight your demonstration of the Performance Behaviors (you may provide examples for some or all of the behaviors). Consider the following questions:

- ☐ If you were asked to assess yourself, which behaviors are your strengths? How have you used them over the past twelve months?
- ☐ For which behaviors have you demonstrated the most significant improvement? What impact has this had on your performance and results? What are your opportunities for improvement in the coming year?