

Employee Self-Assessment (*Optional*)

YOUR NAME:

DATE:

The following are some categories for you to consider as you prepare a self-assessment to present to your manager. Once you have reflected on your past year, please prepare a summary and pass it along to your manager by the date you have both agreed on.

- **ACCOMPLISHMENTS.** Consider your responsibilities and your goals in the current review period and describe your accomplishments.
- **JOB-RELATED SKILLS/COMPETENCIES.** Describe any noteworthy accomplishments and/or development in your job-related skills and competencies that your manager should consider in evaluating your overall performance.
- **SIGNIFICANT EVENTS.** Explain any significant work-related events or situations—such as other responsibilities or relationships—that had an impact, either a positive one or a negative one, on your performance or achievements.
- **DEVELOPMENTAL GOALS.** Briefly identify any job-related development you would like to focus on in the coming fiscal year.
- **COACHING SUPPORT.** If applicable, please describe any ways in which your manager could help you to be more effective in achieving your goals or to be more productive overall.