

Employee Self Evaluation

Section 1: Employee Information

Employee Name:		Date completed:	
Su	pervisor Name:	Performance Year:	
<u>Se</u>	ction 2: Self-Assessment: Please attach additional shee	ts, if necessary, when answering the following questions:	
1.	Please list two major achievements from the past year	r.	
2.	Describe how you helped people this past year to mee	et their needs and the needs of the College.	
3.	Please list or describe two or more areas of your perfor	mance (behaviors and results) in which you could improve	
4.	What additional skills or knowledge would be helpful to enhance your skill set?	o you to perform your present job more effectively or	

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5. Please list three goals (specific measurable results) you expect to accomplish during the next year.
6. List the subjects you would like to discuss during your annual performance evaluation meeting.
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<u>Section 3: Signatures:</u> We have discussed the Employee's Self Assessment.
Employee/Date:
Employee/Date:
Supervisor/Date:

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