Sample Performance Review--Self-Evaluation Form

Name: ________________________________  Date: __________________

Position Title: ________________________

Hire/Start Date: ______________________

1. **Position Description**
   a. What are your main job responsibilities?
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

   b. What job responsibilities do you view as most important? Why?
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

   c. Have there been any special circumstances that have helped or hindered you in doing your job this past year?
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If yes, how did they affect your work, and what were the circumstances?
      ________________________________________________________________
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2. Areas for Future Improvement
   a. What are some of the positive things you would like to improve or change within your department/area/team as a whole?

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   b. What would help you to do a better job?

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   c. What are your goals for next year and what action will you take to accomplish your goals?

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   d. Suggest actions you would like your supervisor to take to help you accomplish your goals.

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e. In what areas do you feel additional education, training, or development would be beneficial to you or your department/area/team as a whole?

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3. Building Relationships
a. What could improve your communication with your manager to help you do a better job?

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b. How could communication with others in the department help you do a better job?

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Employee Signature: ____________________________

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