

EMPLOYEE SELF-APPRAISAL QUESTIONNAIRE

EMPLOYEE NAME

The following questions are designed to help you get the most out of your forthcoming performance review discussion.

Evaluate the following areas of your performance for the past evaluation period. You have the option of submitting your responses in writing to your supervisor or manager, or preparing notes to use during your evaluation discussion. The evaluation performance discussion is a time for two-way communication; your perspective and candid input will ensure a productive discussion with your supervisor or manager. If you choose to submit written input, do so within one week of receipt of this questionnaire.

1. Comment on the results you achieved during this past evaluation period.

2. Comment on any work you accomplished in addition to your formal responsibilities.

3. What training/developmental activities were made for you at the last evaluation discussion? Were these plans completed? On time? Be prepared to discuss how accomplishment in these areas has impacted your performance since completion.

4. What do you consider to be your work-related strengths and weaknesses?

5. What aspects of your performance would you like to develop during the next evaluation period?