

Self Evaluation of Performance Form: Employees

DATE OF EVALUATION: _____

EMPLOYEE NAME: _____

1. Do you have any comments or suggestions on how the organization can be run more effectively?
 2. How has your job duties changed during the past year?
 3. What are your expectations for this job during the next year? Are there any areas in which you see a need for improvement? Are there any ways you would like your job to be restructured to better suit your needs of goals?
 4. Comment on your supervisor's effectiveness in providing guidance and giving feedback, and give suggestions for improvement.
 5. Is there any aspect of your job situation that could be changed to improve your job satisfaction or performance?
 - a. Physical surroundings/equipment
 - b. Office hours
 - c. Compensation/Benefits
 - d. Training and Development Opportunities
 - e. Supervision and Collaboration
 - f. Work flow and project management
 6. Other comments
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Performance Evaluation

Ratings: 1 = needs improvement, 2 = adequate, 3 = good, 4 = excellent, 5 = exemplary

Skill Area	Rating	Comments
Knowledge of work		
Quality of work		
Productivity		
Initiative		
Job interest		
Job knowledge		
Organization		
Dependability		
Flexibility		
Oral Communication		
Work relations		
Problem-solving		
Work habits		
Written Communication		
Attitude		
Other		