|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Self-Assessment** | | | **Review Year:** |  |
| **Employee Name** | | | **Title** | | | |
|  | | |  | | | |
| **Supervisor** | | | **Department** | | | |
|  | | |  | | | |
| **Key Accountabilities** | | | | | | |
| ***What do I feel is the most important part of my job?*** | | | | | | |
|  | | | | | | |
| ***What part(s) of my job have I done well?*** | | | | | | |
|  | | | | | | |
| ***What part(s) could I do better?*** | | | | | | |
|  | | | | | | |
| **Accomplishments** | | | | | | |
| ***What were my most significant accomplishments or contributions?*** | | | | | | |
|  | | | | | | |
| ***What professional development activities have I completed?*** | | | | | | |
|  | | | | | | |
| ***What professional development activities would I like to complete in the next year?*** | | | | | | |
|  | | | | | | |
| **Goal Setting** | | | | | | |
| ***What are my goals for the coming year and what actions will I take to accomplish them?*** | | | | | | |
|  | | | | | | |
| ***What could my supervisor do to support my accomplishment of my goals and succeed in my job?*** | | | | | | |
|  | | | | | | |
| **Employee Signature** |  | | |  | | |
|  |  | | | **Date** | | |