|  |  |  |  |
| --- | --- | --- | --- |
|  | **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** |