

# Employee Self-Assessment and Performance Evaluation

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Hire Date: \_\_\_\_\_

1) List your accomplishments since your last review date of which you are most proud.

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2) Please give an assessment of your current job performance. Be as specific as possible.

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3) What do you see as your greatest strengths and most positive characteristics? (Please list a minimum of four)

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4) What do you see as your greatest challenges or areas in which you most need to improve? (Please list a minimum of four)

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5) Please outline personal and professional education or growth programs you have participated in or undertaken since your last review process.

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6) In what ways do you specifically feel that you actively contribute to the success and profitability of this company?

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7) What resources could the company make available that would help you perform you job better?

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8) What are your long-term goals with this company?

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9) How can your supervisor or this company help you to perform your job more effectively and efficiently?

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10) What do you see as the greatest strengths and most positive characteristics of this company?  
(Please list a minimum of four)

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11) What do you see as the greatest challenges faced by this company or areas in which improvement is most needed? (Please list a minimum of four)

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12) Do you feel that you are ready to accept increased responsibilities within this company and why?

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***Additional Employee Comments***

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***Additional Supervisors Comments***

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

	Below Average		Average		Above Average	
Competence	1	2	3	4	5	6
Hard Worker	1	2	3	4	5	6
Demonstrates Leadership	1	2	3	4	5	6
Seeks Added Responsibility	1	2	3	4	5	6
Well Organized	1	2	3	4	5	6
Seeks Advice of Others	1	2	3	4	5	6
Accepts Criticism	1	2	3	4	5	6
Customer Oriented	1	2	3	4	5	6
Flexibility	1	2	3	4	5	6
Team Player	1	2	3	4	5	6
Meets Deadlines	1	2	3	4	5	6
On Time for Activities	1	2	3	4	5	6
Sense of Humor	1	2	3	4	5	6
Committed to CBR Goals	1	2	3	4	5	6
Seeks Professional Growth	1	2	3	4	5	6