

## Performance Review Employee Self-Assessment Form

Employee Name \_\_\_\_\_ Supervisor Name \_\_\_\_\_

**Employee:** We will be meeting to discuss your performance over the past year, and to form plans for developing your potential as an employee. Your input is a very important part of this meeting. You can prepare for the meeting and help me to address your concerns by reading over the following questions and writing down those aspects of your performance and development you would like to discuss. Please return this form to your supervisor at least 24 hours before our scheduled meeting on (date) \_\_\_\_\_.

**Supervisor:** Review this self-assessment form, and discuss the contents of the form with the employee. Please set printer to print on both sides of paper.

What do you consider to be your most important accomplishments on the job since your last review?

What questions do you have concerning what is expected of you on the job?

What steps could you take to improve your performance? Are there any training courses or assignments you feel would increase your ability to do your job?

Please outline any accomplishments, awards, or activities over the past year that might give a more complete picture of your strengths and abilities.

What are your career goals?

How will you incorporate the Service Excellence Values into your work and department at NSU?

Do you have any other questions that you would like to discuss at this meeting?

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Employee Signature

Date

Supervisor's signature indicates review of the above information, and does not necessarily indicate agreement with the employee's comments.

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Supervisor Signature Following Review with Employee

Date