**SELF-ASSESSMENT**

Employee Name

Date

|  |  |
| --- | --- |
| Review of Performance | |
| ***Reflect on your past year and how well you achieved the previous year’s goals and objectives.***  ***Include your contributions and achievements.*** | |
| ***Evaluate your overall performance based on the job description and related skills, knowledge and ability in the job.*** | |
| ***STRENGTHS*** | ***OPPORTUNITIES FOR GROWTH*** |
| ***Other Comments (additional sheet may be attached if needed):*** | |
| ***Employees who supervise others should also incorporate “Addendum for Supervisors” as part of self-assessment.*** | |
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