Self-Assessment/Performance Improvement Worksheet
(Optional)

Prior to the performance evaluation meeting, the employee may wish to complete this optional sheet. The supervisor should then discuss the responses to the self-assessment, including supervisor behaviors, training or development, or additional resources that would help the employee improve job performance in future evaluation cycles. This form may be attached to the performance evaluation.

1. What do you like best/least about your job?

2. What do you believe have been your major accomplishments this past year?

3. What are areas of improvement that you want to focus on to be a more effective staff member during the next performance cycle?

4. What could your supervisor be doing that would help you do your job better?

5. What training or development would help you do your job better?

6. What equipment or physical resources would help you do your job better?

7. What other issues do you want to discuss with your supervisor?