

Self Assessment Worksheet

EMPLOYEE INFORMATION

Employee Name:
Job Title:
Department:
Reviewing Manager:
Review Period:
Date:

MESSAGE FOR THE REVIEWING MANAGER:

You may customize any part of this worksheet before forwarding it to the employee. Completed worksheets can be attached to the standard appraisal form or incorporated into the "Employee Comments" section of the form.

WORKSHEET INSTRUCTIONS:

Complete each section as indicated or as discussed with your manager. You may want to delay the first draft of Sections 5 (Upcoming Objectives) and 6 (Development Plan) until you and your manager have discussed and agreed upon your current strengths and improvement needs.