

EMPLOYEE SELF EVALUATION FORM

Employee Name: _____ Job Title: _____
Rating Period/From _____ To _____ (month/year)

Supervisor: Provide this form to the employee to complete prior to the supervisor conducting the performance evaluation. It is used as a discussion tool to assist the employee and the supervisor in the performance evaluation process.

Employee: Please provide your written comments for each of the rating criteria below that apply and include any specific work accomplishments you have completed during the rating period. Please limit your comments no more than 2 pages. Return this form to your supervisor whether you complete it or decline and sign at the bottom.

1. **Technical job knowledge:**

2. **Customer service:**

3. **Quality and quantity of work:**

4. **Attendance and reliability:**

5. **Safety and risk management:**

6. **Accomplishments during evaluation period just ending:**

7. **Training/education desired/needed for further development:**

8. **Specific goals for the next 12 month rating period (3-5):**

9. **FOR POSITIONS WHO SUPERVISE ONLY: Leadership skills**

9 I was offered the opportunity to complete the self evaluation form and I decline to comment.

Employee Signature

Date