

## Self-Evaluation

Employee's

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\* Before beginning this self-evaluation, do not forget to review your description. \*\*\*

1. Am I really doing what my job description indicates?

\_\_\_\_\_

\_\_\_\_\_

2. How do I feel about my work?

\_\_\_\_\_

\_\_\_\_\_

3. Does my training and abilities effectively contribute to the productivity of this company?

\_\_\_\_\_

\_\_\_\_\_

4. Am I able to organize, plan, and create realistic plans and share them with others? (Explain.)

\_\_\_\_\_

\_\_\_\_\_

5. What changes do I feel need to be made to my job description to more accurately describe the work that I am doing?

\_\_\_\_\_

\_\_\_\_\_

6. What were my major accomplishments over the past year?

\_\_\_\_\_

\_\_\_\_\_

7. What areas do I need to improve on in the course of the next year?

\_\_\_\_\_

\_\_\_\_\_

8. Have I completed all of the tasks assigned to me on time?

\_\_\_\_\_

\_\_\_\_\_

9. In what ways have I significantly contributed to the company over the past year?

\_\_\_\_\_

\_\_\_\_\_

Further Comments:

\_\_\_\_\_

\_\_\_\_\_

\*\*\* Please attach a copy of your job description to the evaluation form. \*\*\*

Thank you for your contribution.