

Employee Self Evaluation Questions

Define your significant accomplishments

- What were my specific accomplishments during this appraisal period?
- What critical abilities does my job require? To what extent do I fulfill them?
- What value have I added to my department or team?

Define your personal growth

- What have I done since my last appraisal to prepare myself for more responsibility?
- What new skills have I attained this year?
- What new skills have I helped others gain?
- What type of work do I expect to be doing five years from now? How am I preparing myself?
- What new goals or standards should be established for the next appraisal period?

Define obstacles you encountered

- Is there anything that I do that hinders my effectiveness?
- What knowledge, skills or abilities am I lacking to perform my job?
- Does my present job make the best use of my capabilities?
- Do I need more experience or training in any aspect of my current job?
- Is there anything that the organization or my supervisor does that hinders my effectiveness? How could my supervisor help me do a better job?

Describe areas that need attention and plans for improvement

- Which goals or standards did I fall short of meeting?
- How could I become more productive?
- How can more experience or training be accomplished?
- What changes can I make to improve my performance or to prepare for more responsibility?
- What changes could be made in the organization to improve my performance?