



EMPLOYEE SELF-EVALUATION

FORM

Employees choosing to write an **optional** Self-Evaluation must complete this form and submit it to their supervisor prior to the final evaluation. The Self Evaluation should be submitted to HR with the final evaluation.

EMPLOYEE NAME:		SUPERVISOR NAME:	
DEPARTMENT:		DATE SUBMITTED:	
POSITION TITLE:		DATE HR RECEIVED:	

Please describe the key accomplishments you have achieved over the past year.

What do you consider to be your key strengths or areas of expertise related to your position?

In what areas do you believe you have the potential for growth and development in your role? What suggestions do you have for accomplishing these?

Employee Signature: _____

Date: _____