### **SELF-EVALUATION PERFORMANCE REVIEW**

Employee:

Position:

Date of review:

1. What goals have you accomplished in the previous period?

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1. What challenges have you come across and how did you overcome them?

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1. How satisfied are you with your current job description?

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1. Have you received any new responsibilities?

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1. Give an example of a time when you took initiative.

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1. What are the areas where you think you need to improve?

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1. What new goals have you set for yourself in the next quarter or a year?

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1. What do you need to achieve them?

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1. Is there anything else you would like to point out about your performance in the previous period?

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