



Staff Self Assessment Review – HR10

Section 1: Staff Member Information

Staff Member
Name: _____

Supervisor
Name: _____

Performance
Year: _____ Date
completed: _____

Section 2: Self-Assessment

Please attach additional sheets if necessary when answering the following questions:

1. What were your major achievements in the past year?

2. Who were your main service users and how well have you served them this past year?



Staff Self Assessment Review – HR10

3. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.

4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.

5. What goals (specific measurable results) do you expect to accomplish during the next year?

List the subjects you would like to discuss during your annual performance evaluation meeting:

- 1.
- 2.
- 3.



Staff Self Assessment Review – HR10

Section 3: Signatures

We have discussed the Staff Member's Self Assessment.

Staff Member: _____ Date: _____

Operations
Manager: _____ Date: _____