



Performance Review

Review Date: _____

Previous Review Date: _____

Employee Name: _____

Supervisor / Manager: _____

To prepare for your review with your manager, complete the following in advance for discussing your performance.

Employee Self Review

Briefly describe your current job responsibilities:

1. The 3 most important aspects of my job (overall objectives) are:

a. _____

b. _____

c. _____

2. The accomplishments I am most proud of since my last review are:

a. _____

b. _____

c. _____

3. The 3 most important lessons I have learned from on-the-job *experiences* (not study) are:

a. _____

b. _____

c. _____

4. The aspects of my job I enjoy the *most* are:

- a. _____

- b. _____

- c. _____

5. The aspects of my job I enjoy the *least* are:

- a. _____

- b. _____

- c. _____

6. Changes in my work environment (such as peer relationships, procedures, tools or equipment) that might enable me to be more productive in my job are:

- a. _____

- b. _____

- c. _____

7. Changes in my skills or attitude that would enable me to be more productive are:

- a. _____

- b. _____

- c. _____

8. What I have done since my last performance review to prepare myself for more responsibility:

- a. _____

- b. _____

Courses

- a. _____
- b. _____

Seminars

a. _____

b. _____

c. _____

Reading

a. _____

b. _____

c. _____

On-the-job training

a. _____

b. _____

c. _____

