

Self Evaluation Performance Review Questions

1. Email *

2.

Example: January 7, 2019

Overall Performance

3. What accomplishments this year are you most proud of?

4. What motivates you to get your job done?

5. What can I do to make your job more enjoyable?

Employee Strengths

6. What personal strengths help you do your job effectively?

7. What makes you the best fit for your position?

8. What skills do you have that you believe we could use more effectively?

9. What kind of work comes easiest to you?

Areas of Growth

10. What goals/outcomes were you least proud of? Why? How will you do those differently in the future?

11. What 2-3 things will you focus on in the next year to help you grow and develop?

12. What can I do as your supervisor to help you better meet your goals?

Current Role

13. Which job responsibilities/tasks do you enjoy the most? Which do you least enjoy?

14. How do you think your role helps the program succeed?

15. What do you like the least about your current role? What would you change?

16. What do you like most about working for the district/program?

Future Outlook

17. What are your most important goals for next year?

18. What professional growth opportunities would you like to explore in order to reach those goals?

19. What type of career growth is most important to you?

Manager-Employee Relationships

20. What (if any) concerns do you have when it comes to giving feedback about the program?

21. How do you prefer to receive feedback and/or recognition for your work?

22. What are two to three things I could do differently to better manage you?

23. What do I do that is most/least helpful for you when it comes to completing your work?

24. What can we do to improve our working relationship?

Level of Supervision Needed

25. Level of Supervision Needed

Mark only one oval.

- General Supervision
- Close Supervision
- Intensive Assistance Supervision

Signatures

Signatures indicate review and receipt of the self-evaluation.

26. Administrator's Signature and Date

27. Staff Member Signature and Date

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