

# Employee Self Evaluation

## I. EMPLOYEE INFORMATION

Employee Name:

Job Title:

Date:

## II. EMPLOYEE SELF EVALUATION

### EVALUATION QUESTIONS

### RESPONSES

1. What motivates you to do your best work?

2. What skills do you have that you believe we can use more effectively?

3. What do you see as your biggest opportunity for improvement?

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

5. What are some short-term goals you have for the next 30 days?

6. What are some long-term goals you have for this year?

7. How can your supervisor help you to be successful in your position?

Employee Signature: