

Employee Self-Evaluation Form

R – A – P – Sheet (REVIEW, ANALYZE, PLAN)

Employee Name: Elmo Employee

Date: October 1st, 2007

Supervisor: Sally Supervisor

REVIEW

What were your major accomplishments last year?

- Consider the expectations your boss gave you last year first.
- Are there any new projects or unexpected projects that were a great success?
- Did you receive any awards or recognition? What was it for?
- Consider any community projects that may have been major accomplishments as well.

ANALYZE

What are the most important duties/responsibilities that you perform?

- List the top 5 job tasks and rank order them in order of priority. This will help you answer the questions below or focus you on what you should consider developing first.

What part of your job do you perform well?

- Be honest with yourself!
- When you ask this question, follow it up with “how do I know, what is the evidence that I do this well?”

What could be even better?

- Always consider the actual performance and measurement for that performance (Skills) but be sure to include Knowledge of the job and Attitude(s) towards or about the job.
- Review the General Performance Measures for ratings -- rate yourself!

Which NVC Value do you feel you model well and why?

What if anything is preventing you from doing your best? What can you do about it?

PLAN

What are the most important things you would like to accomplish in the next year?

- Look at your bosses expectations first! If you are not clear what they are – ASK QUESTIONS!
- Consider this -- what would put you a “notch” above where you are this year?

What resources, including education and training, could help you accomplish your goals?

- Be specific.
- Think outside of the box.
- Consider in-house work assignments, reading, sharing with peers across the campus, books, articles, speakers, and people who have the knowledge, skills, attitude(s) you admire and want to emulate.

How else could your supervisor help you?

- What can a supervisor do for you that you are not able to do for yourself?