# Self-Assessment

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| **Employee’s Name****:** |
| **Title:** |
| **Manager:**  **Review Period: 2018-19** |
| **Date:** |

## Job Definition

1. Write your current position job description. Make additional highlight of any significant changes since last year’s performance review.
2. Which position responsibilities do you view as the most important and critical? Why?
3. Is there any specific circumstance or situation that have helped or hindered you in performing your job responsibilities this year? If yes, pls. specify.

## Accomplishments

1. List your most significant accomplishments or contributions during the previous year?
2. Since the last review conversation, have you performed any new tasks or additional duties outside the scope of your regular job responsibilities? If so, please specify.
3. Describe any professional development activities that you have been part of and has helped in your professional growth since (e.g., offsite seminars/classes, onsite training, peer training, better exposure to challenging projects).

## Goal Setting

1. What are your goals and targets for the coming year and what actions will you take to accomplish these goals?
2. What help you need from the manager that will support you in doing your job and accomplishing the goals?
3. What would help you to perform your job better and thereby provide greater job satisfaction at work?

## Development Planning

* + 1. What kinds of professional development activities interests you and you would like to be part of during the coming year?
    2. What support or information do you require to accomplish these trainings?

Signature of Employee