



Self-Appraisal

Your input is essential to the evaluation process and ultimately the success of Reach Dane/Reach Green. Please respond to the items below regarding your goals, priorities, accomplishments and concerns. Bring this form with you when meeting with your Supervisor. We appreciate and value your thoughts and feedback!

Self- Evaluation Questions

1. What strengths do you bring to your current role?
2. Describe any new goals, responsibilities, or added challenges you have taken on since your most recent performance evaluation. Identify those that require additional decision making, responsibility, accountability, or oversight of the work of other employees.
3. What do you consider to be your major on-the-job accomplishments since your last review?
4. Determine the components of your job that you would you like to change or eliminate. Why?
5. What goals do you wish you had accomplished since your last performance evaluation, but did not and how can the agency help you?
6. Please share specific examples of how you provide regular, consistent, information and effectively listen to and consider ideas from others, even when different from your own ensuring all sides are heard before reaching a conclusion.

7. Please share specific examples of how you have encouraged teamwork among direct reports; facilitate resolution of conflicts and promoted respect among all team members.
8. What reason do you give others for your decision to work and stay with our organization?
9. What elements or motivation factors in your current role that you like best you want to see more of?
10. Are there actions we can take to further recognize you as an employee?
11. What elements of your work or job would you miss if you left the organization?

Comments/Feedback:

When completed, please send copies of this self-evaluation to your supervisor and Human resources prior to your performance evaluation meeting.

Employee's Signature _____ **Date** _____