



Career Self-Development Employee Self Appraisal Worksheet

The following questions can help you prepare for your next performance evaluation. As you read each question, think about the specific results you have contributed, your progress and how your performance supports your plans for future career growth. What other questions will be asked that you should be prepared to answer?

1. What critical *skills* does my job require? To what extent have the *actions* I have taken and the *results* I have produced demonstrate those *skills*?
2. What do I like most about my present job? Least?
3. What are the *specific results* I have accomplished during this appraisal period? (Review your records, notes, schedules, and calendar.)
4. Which goals or standards did I fall short of meeting? (Review your records, notes, schedules, and calendar.)
5. How could I have done a better job?
6. How could my supervisor have helped me do a better job?
7. Is there anything that the organization or my supervisor does that hinders my effectiveness?
8. Does my present job make the best use of my skills? How can I maximize my contributions to my department or to the company?
9. What do I expect to be doing five years from now? Is my performance consistent with my career goals?
10. Do I need more experience or training in aspect of my current job? How could I obtain additional experience or training?
11. What have I done since my last appraisal to prepare myself for more responsibility?
12. What new performance goals should be established for my next appraisal period? Which current goals need to be modified or deleted?

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