

Version 1.09.07

### **Employee Self Analysis**

In anticipation of your upcoming performance evaluation, please complete the following self analysis prior to your evaluation meeting and return it to your supervisor. Please submit this to your supervisor (insert time) before your scheduled performance review. Keep a copy for yourself.

Responses to these questions are meant to serve as a tool to promote and facilitate discussion between you and your supervisor.

**Employee Name:** \_\_\_\_\_  
**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

1.  
What do I consider to be my most important achievements since my last evaluation?

**Comments:**

2.  
What skills, knowledge, and abilities does my job require?

**Comments:**

3.  
What do I find most interesting about my job?

**Comments:**

4.  
What do I find the least interesting about my job?

**Comments:**

5.  
What elements of my job do I find most difficult?

**Comments:**

6.  
What action(s) could be taken to improve my performance in my current position?

**Comments:**

7.  
What sort of training or experiences would I benefit from in the next year? (Include job skills and/or personal strengths which could be brought to the job or to RFMH).

**Comments:**

8.  
Overall, has the past year been a positive experience for me?

**Comments:**