



ANNUAL PERFORMANCE REVIEW

REVIEW PERIOD: _____

SECTION 1: STAFF MEMBER INFORMATION

Staff Name: _____ Staff Title: _____

Supervisor Name: _____ Date Completed: _____

SECTION 2: SELF-ASSESSMENT

Please attach additional sheets if necessary, when answering the following questions:

1. What were your major achievements in the past year?

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2. Who are your primary customers and how well have you served them this past year?

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3. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.

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4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.

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5. What goals (specific measurable results) do you expect to accomplish during the next year?

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List the subjects you would like to discuss during your annual performance evaluation meeting:

1.	
2.	
3.	

SECTION 3: SIGNATURES

We have discussed the Staff Member's Self-Assessment

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____