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# **Performance Management Employee Self-Appraisal Review Form**

***This form can be used to gather input from the employee prior to review of the annual performance appraisal and to assist in the performance appraisal review. Use of the form is optional.***

**Name:**       **Job Title:**

**Department:**       **Supervisor Name:**

**Rating Period:**

**1. Please assess your job performance for the past year:**

**2. What do you consider to be your most important accomplishments in the past year?**

**3. What challenges made it difficult to meet the job duties/responsibilities/position goals/previously-identified developmental needs?**

**4. Which** [**behaviors**](http://www.auburn.edu/administration/human_resources/hrd/observed-behaviors.html) **were successfully demonstrated in your performance?**

**5. What additional position goals, developmental needs, or behaviors are needed for performance improvement in the coming year?**

**6. List any special accomplishments, awards, activities, or recognitions:**

**7. Additional comments:**

**I would like a copy of this form attached to the Performance Review Form and placed in my personnel record in Human Resources: Yes** **[ ]  No** **[ ]**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

***Return this completed form to your supervisor prior to your formal performance appraisal review.***