**Employee Self-Evaluation Worksheet**

This self-evaluation is for security officers, staff employees and auxiliary employees. It is voluntary tool that provides valuable input from the employee for when their supervisor completes the performance review.

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In each of the categories below, list your job-related strengths and how you have applied them to your current job.**
	* Quality and quantity of work assignments:
	* Communication skills (written and oral):
	* Innovative ideas and/or willingness to try new approaches:
	* Working relationships with others in and outside your department:
	* Job knowledge and keeping current with developments related to responsibilities:
2. **List areas of your job performance that you would like to improve and why.**
3. **What is your personal development plan for the next year (your goals, or training and development interests)?**
4. **List your goals from your last performance evaluation and list the results.**
5. **List other information that you would like to have considered in your performance evaluation and why.**

Employee’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_