



EMPLOYEE SELF-ASSESSMENT

The purpose of the employee self-assessment is to be a tool in assisting employees and supervisors in conducting and completing a thorough and accurate Annual Performance Review. Supervisors may request to have employees answer the following questions as the first step in beginning the performance review process. The answers provided should help to give the supervisor better insight into the employee's personal view and understanding of his or her job duties and responsibilities, performance standards and expectations, and objectives for the next year.

This is a voluntary form and is not required to be completed or turned into Human Resources with the final, completed performance review form.

Employees may hand write or type their responses to the following statements and questions below on a separate sheet of paper. Make sure to number all responses and attach this cover page to your answer sheet(s).

Following are discussion points for the performance review:

1. State your understanding of the main duties and responsibilities of your position. Be specific.
2. Has the past year been good/bad/satisfactory or otherwise for you, and why?
3. What do you consider to be your most important achievements of the past year?
4. What do you like and dislike about working for Microcomm?
5. What elements of your job do you find most difficult?
6. What elements of your job interest you the most and the least?
7. What do you consider to be your most important tasks or objectives in the next year?
8. What action could be taken to improve your performance in your current position by you, and by your supervisor?
9. What kind of work or job would you like to be doing in one, two or five years' time?
10. What sort of training/experience would benefit you in the next year?

Printed Name of Employee

Signature of Employee

Date