



# THE HARKER SCHOOL

## EMPLOYEE SELF-ASSESSMENT/REFLECTION

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Employee Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Date Completed \_\_\_\_\_ Job Title/Department \_\_\_\_\_

*Please attach additional sheets if necessary when answering the following questions.*

1. What were the job accomplishments that you did in the review period that you were most proud of?

2. 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.

3. What goals (specific measurable results) do you expect to accomplish during the next review period?

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

a)

b)

c)

5. Do you have any recommendations or ideas that you think would be helpful for the school?

6. What feedback do you have for your supervisor? How can he/she better support you and/or your team?

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

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