

# 2023 SELF ASSESSMENT FORM

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Division: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE FORM

Employees may utilize this form to complete their own self-assessment for the period April 1<sup>st</sup> – March 31<sup>st</sup>. Each self-assessment is as unique as the person completing the form. There is no universal format for a self-assessment, but we have provided the following sections for you to identify strengths, opportunities for development, and goals for the upcoming year. Unless otherwise stated by your supervisor, completion of this form is optional.

## ACCOMPLISHMENTS (List or describe accomplishments during the past year.)

## STRENGTHS (List or describe the things you do well.)

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**WHAT DIDN'T WORK** (List or describe projects or initiatives that were not successful. Is there a common theme that could be addressed?)

**OPPORTUNITIES FOR DEVELOPMENT** (List or describe any areas you feel you could improve upon. Provide examples of how to obtain the additional knowledge or skills.)

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**GOALS FOR UPCOMING YEAR** (List or describe at least three professional goals for the year, and one personal goal. You may find this [article regarding SMART goals helpful.](#))

**EMPLOYEE ACKNOWLEDGEMENT** (employees are welcome to share their self-assessment with their supervisor.)

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_