  
**Self-Assessment Form**

This self-assessment gives you the opportunity to provide information about your last review period’s performance. It will be used to complete your evaluation, but it is not part of your formal performance record.

**Employee Name:**

**Date:**

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| **Goals Update** |
| **List each goal and provide a status update. Include challenges you met to achieve goals.** |
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| **Significant Accomplishments** |
| **In addition to the above goals, what have been your most important accomplishments? Include the key strengths that contributed to these accomplishments.** |
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| **Additional Information** |
| **How did you experience growth this year? Did you acquire any new licenses, certifications, or education?** |
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| **What can I do to help you be successful?** |
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| **Do you have any goals or projects to suggest for the upcoming review period?** |
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| **List the four professional development courses attended during the past 12 months.** |