

TEMPCO PROGRESS REVIEW WORKSHEET

Self-Assessment

The objective of our performance appraisal program is to ensure that we perform our assigned responsibilities to the best of our abilities and to ensure open communication between employee and supervisor. It is important that each of us receive appropriate praise and suggestions for improvement when necessary. Consistent with this goal, performance will be evaluated by supervision and the employee on an ongoing basis.

A formal written progress review including an employee self-assessment will be conducted annually. In addition to these annual performance appraisals, additional progress reviews may be conducted at any time to identify either exemplary or substandard performance, conduct, attendance or tardiness.

Although the performance evaluation coincides with a salary review, a change in compensation should not always be anticipated.

Attached you will find a self-assessment to be completed by you. A self-assessment is a process by which you will rate yourself on measures such as performance accomplishments of your responsibilities, skills and abilities, goal attainments as well as determining whether any additional training is necessary in order to carry out your responsibilities. This form should be completed independently. Once the completed self-assessment is returned to your manager, a review meeting will be scheduled.

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Today's Date: _____

Name: _____

Department: _____

Date of Hire: _____

Position: _____

Manager: _____

Responsibilities: *Summarize the principle duties and responsibilities of your position.*

Overall Performance Evaluation: *How well overall have you performed the responsibilities of your position? Include strengths and shortcomings related to both work habits and performances.*

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Describe specific accomplishments and progress since the last performance review or hire date. *Did you attain your goal(s) from previous review, if not why?*

Development Goals: *What are your developmental goals for the coming year?*

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What do you specifically propose to do, or to be allowed to do, to meet your development needs.

What are your longer-term goals? (Where do you see yourself going?) How do you plan on meeting these goals. Indicate any specific training programs or job assignments that you feel would be beneficial in attaining your goal(s).

