Self Evaluation Questions for Employees:

Use the self evaluation questions to prepare for your performance review and evaluation meeting with your supervisor. Doing this self evaluation will ensure that you:

- spend time thoughtfully considering and evaluating your job performance since your last performance evaluation
- think about your work, career, and personal development progress since your last performance evaluation
- think about the work, career, and personal development goals you’d like to achieve during this performance evaluation period
- determine areas in which you want to improve your performance
- prepare for your interaction with your supervisor to help make the performance evaluation meeting a conversation, not a passing of judgment

Review your job description.

- Identify any components of the job description that you no longer do or that now take additional time
- Describe any new goals, responsibilities, or additional challenges you have taken on since your most recent performance evaluation
- Identify those that require additional decision making, responsibility, accountability, or oversight of the work of other employees
- Identify what you like most about your current job
- Identify the components of your job that you would like to change or eliminate. Why?
- the quality and quantity of work accomplished  your business goals for the quarter or evaluation time period
- your goals for performance enhancement and improvement the next steps for your personal and business development in your job and career.

Self Evaluation Questions for Employees and Supervisors:

The evaluation process serves a number of important purposes for both employees and supervisors. Evaluations provide employees:

- feedback on their work quality
- feedback on their overall work performance
- feedback on their work behavior
- feedback on customer comments received
- feedback on strengths and weaknesses
- an opportunity to gain insights into the supervisor’s perceptions of work performance
- an opportunity to become aware of the supervisor’s concerns
- an opportunity to learn what the supervisor views as important to be successful at the company
- an opportunity to learn how to improve and enhance performance

Employee evaluations provide supervisors the opportunity to:

- provide feedback to employees
- critique an employee’s work performance
- recognize employees achievements and accomplishments
- recognize contributions employees have made to the company
- recognize measurable progress or improvements made in the employee’s performance
- identify an employee’s work strengths and weaknesses
- provide employees with guidance and suggestions for improvement

Most of the time employees find themselves working in the dark -- wondering and worrying how well they are performing, if they are meeting company expectations, and if their supervisor approves of their work. Evaluations help remove the guesswork by letting employees know how well they are doing.