

Performance and Job Results:

Looking at the *Performance Goals* and *Job Expectations* that you have ask yourself the following:

- What were my major or significant accomplishments over the last review period?
- What impact did I have?
- What made them so successful?
- What goals or objectives weren't met?
- What contributed to these goals or objectives not being met?
- What changes could I make to improve my performance, my team's performance?

Development:

Looking at your **Development Goal** ask yourself the following:

- In what ways have I grown or developed? In what ways has my team grown or developed?
- What areas of my job showcase my talents or strengths? What are my opportunity areas?
- What have I done or could do to promote my own personal and professional development?

Additional Tips for Writing Your Self-Review:

- Be Specific: Provide examples of your accomplishments.
- Focus on how results or outcomes were achieved.
- Provide a balanced picture: Identify areas that weren't as successful. What caused these opportunities? How can you address or improve these areas?
- What do you feel you need to do to develop over the coming year to see greater success?

Name: _____

For review period: from _____ to _____

Today's Date: _____

1. List what you believe were your significant accomplishments or contributions during the past twelve month period.
2. Based upon your development goals in what ways have you developed during the last review period?
3. What goals, objectives or job expectations do you feel weren't met during this review period? What obstacles prevented you from meeting these?
4. Are you getting what you need from the board to perform your job well?
5. How could the board better support your efforts?
6. Please indicate what you feel are your major strengths (knowledge, skills, and abilities) and development needs:

Strengths	Development Needs
•	•

7. Based on your strengths and development needs, indicate two (2) areas you would like to work on in the coming year.
8. How would you rate your overall performance during the last review period?

<input type="checkbox"/>	Exceptional	Results greatly exceeded expectations
<input type="checkbox"/>	Above Expectations	Results exceeded expectations
<input type="checkbox"/>	Solid Performance	Results met expectations
<input type="checkbox"/>	Improvement Needed	Results are below expectations
<input type="checkbox"/>	Unsatisfactory	Results are greatly below expectations

Why?

Signature: _____ Reviewer Signature: _____

Date: _____