**Employee Self-Evaluation Name:**

Please complete this self-evaluation (front and back) and return to your supervisor by      . It is intended to encourage you to consider your performance and goals, provide your viewpoint to your supervisor, as well as facilitate discussion with your supervisor.

1. List some of your accomplishments over the evaluation period.

1. What motivates and challenges you about your job?

1. As your supervisor, what can I do to help and motivate you?

1. What changes or improvements in our Department/Division would help with respect to working conditions, operations, or procedures?

1. What elements of your job interest you the most?

1. What areas have you improved on over this evaluation period that you need to continue to maintain?

1. What areas do you feel that you need to improve upon for the next evaluation period and how do you plan to work on these areas?

1. List a minimum of three goals you would like to work on over the next evaluation period.

1. How satisfied are you with opportunities for advancement at the City? Please list any recommendations for your professional development.

1. Describe any ethical dilemmas that you have faced over the evaluation period. How were they resolved? Could any actions have been performed differently?

1. Other comments. Add additional sheets if necessary.