**Merit – Self Evaluation *-* Performance Review Form**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee instructions**: comment on the following performance review items in preparation for your performance discussion with your supervisor. Attach a separate page if additional space is needed.

List your significant accomplishments from this past year.

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What were some key obstacles in accomplishing your job responsibilities?

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What support do you need to achieve the goals you’ve set for this year? How can your supervisor help you be more effective?

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In what areas do you plan or want to grow and develop? How will you achieve this?

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\*Once completed, save and send directly to your supervisor.