**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.

|  |
| --- |
|  |

What were some key obstacles in accomplishing your job responsibilities?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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