



Self-Assessment Form

Name:

Date:

Role & Program:

A. Summary of Accomplishments, Challenges and Any Changes to Work Plan

Summarize your major accomplishments:
List or describe any obstacles that you may have encountered:
Describe where you spent the majority of your time with respect to your areas of work:
Describe any challenges that have made it more difficult to achieve the objectives in your work plan. How might these challenges be mitigated?
Do you suggest any major changes to your work plan at this time or at a future date? If so, please briefly explain what they are and why.

B. Personal Reflection

What is most satisfying about your job and why? What do you feel that you are "best" at?

What is least satisfying about your job and why?
What would you say was a key learning of your year? What areas of this work would you like to learn more about?
What are some of the challenges you face in your work?
What kind of support from other staff members, your supervisor, or from another resource would be of help to you? Please list any training that you would like to request for yourself .
How would you describe your work environment? Do you have any suggestions for your supervisor and/or colleagues on ways to improve communication and teamwork?
What other issues would you like to address in this review?