



DIOCESE OF MANCHESTER
SELF-EVALUATION FORM

Employee:

Position:

Supervisor:

Review Period From: To:

Date of Hire:

Tenure in Current Position:

Please complete this form prior to your performance evaluation with your supervisor. Your comments will be helpful in developing the overall assessment of your performance during this review period. Your supervisor is interested in how you view your performance and how he/she can help you grow in your position. Please feel free to list your responses to each question in bullet points, if you prefer.

- 1. What were your major accomplishments over the past year? How effectively did you achieve your goals?**

- 2. What part of your position do you think you perform the most effectively?**

- 3. What areas of your performance would you like to enhance or improve? How do you plan to do so? What training or coaching would you like to receive?**

- 4. What changes in your position or the procedures within your department would improve how you are able to do your job? What obstacles exist?**

- 5. What has challenged you the most in the past year in terms of your position?**

6. How effective is the coaching and support you receive from your supervisor? How could he/she be more effective in helping you perform well in your position?

7. Do you feel comfortable providing suggestions and ideas for improvement? What ideas would you like to suggest?

8. Other comments?