

Employee Self-Assessment

12 things you should ask yourself when evaluating your own work performance

Your insight to your own performance can be invaluable. Ask yourself these questions and be honest with your answers.

1. Of all the things you've done during the past year, what's the one accomplishment you're most satisfied with? Why?
2. Of all the things you've done during the last year, what's the one accomplishment you're least satisfied with? Why?
3. Based on what you've experienced during the last year, what's a situation you'll handle differently when you encounter it again? How is this new approach better?
4. What have you learned about your job that you didn't know 12 months ago?
5. What have you learned about yourself that you didn't know 12 months ago?
6. When it's time for your next review, what's one thing you would like to have accomplished? Why?
7. In working toward that goal, what resources do you feel are available to you? That is, what here will help you meet your goal?
8. In working toward that goal, are there any obstacles (e.g., time, money, lack of expertise) that you feel you face? If so, how can you overcome them?
9. How can your manager help you meet that goal?
10. What has been your biggest job-related frustration during the past 12 months?
11. What ideas do you have for alleviating those frustrations?
12. How are you more valuable to the organization than you were 12 months ago?