

Employee Performance Review Questionnaire

Year _____

(This page to be completed by the Employee)

Your input is a very important part of the performance evaluation process. Answer the questions below and respond on this form or on an additional sheet if needed. Please indicate any other thoughts you might have that would help your Manager(s) understand your concerns and priorities.

Employee Name: _____

Position: _____ Department: _____

Performance Review Date: _____ Time: _____

Submit this completed form to your Manager by ____/____/____.

1. What work achievement or success story can you share from this last year?
2. Describe a process or procedure in your position that you believe could be streamlined for efficiency.
3. Describe the most challenging project you worked on over the last year and how you got through it.
4. What motivates you to perform at your best?
5. Have you had the opportunity to coach or mentor a coworker over the past year? If so, what are you most proud of helping them accomplish through that relationship?
6. Describe an area of your job you want to improve upon.
7. What training or development would enhance your performance moving forward?
8. You feel most valued by your team when you are working on _____.
Please explain why below.

Employee Signature

Date

Original to personnel file