

PERSONAL PERFORMANCE ANALYSIS

EMPLOYEE WORKSHEET

(USE ADDITIONAL SHEET, IF NEEDED)

EMPLOYEE NAME	CLASS TITLE
---------------	-------------

REVIEW PERIOD

FROM: _____ TO: _____ STEP: _____

1. What achievements and/or projects have you completed since your last evaluation:
2. Identify how I can help you accomplish department/division/unit goals.
3. What training have you completed during the rating period?
4. What specific job goals do you wish to accomplish before next evaluation:
5. List any accomplishments, special projects and/or recognition you received during the rating period.
6. Are there any specific areas of concern in the department/unit that you believe should be addressed?
7. What are your training goals for the next rating period?
8. What accomplishments do you believe demonstrate growth and improvement in your job?
9. Additional comments:
10. Have you been the victim of sexual or other harassment: Yes No (If yes, please explain)

Signature _____
Date