



**A.D. MAKEPEACE
COMPANY**
Inspired by Nature

Employee's Name:

Title:

Supervisor:

Date:

Employee Self-Evaluation Form

As a part of the evaluation process, complete this form to describe and evaluate your job performance and goals since your last evaluation. Return this form to your supervisor prior to your evaluation meeting.

Job Components

List any functions of the job description that you no longer perform. <i>(see attached job description)</i>	
List any functions of the job you perform that are not included in the job description.	
What do you like most about your current job?	
What do you like least about your current job?	
What would you change or eliminate about your job?	

Achievements

What achievements or contributions are you most proud of since your last performance evaluation?	
What is your biggest disappointment since your last performance evaluation?	



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Goals

What job related goal or goals would you like to accomplish during this evaluation period?	
How can your supervisor help you to accomplish these job-related goals?	
What additional support can the Company provide so that you are able to achieve these goals?	

Development Planning

What professional or career path goals do you hope to achieve within three (3) years?	
What resources and support can the Company provide so you can accomplish these professional or career growth goals?	

Employee Signature

Date