

Classified Performance Management Self-Evaluation Report

Instructions: This form is used to summarize your personal accomplishments, achievements and other job-related activities during the current Review Period. It is recommended that you complete a Self-Evaluation Report prior to discussing your job performance with your supervisor at the Mid-Term and/or End-of-Term Meetings.

Your Name: _____ **Date:** _____

Job Title: _____ **PRD:** _____

Rater's Name & Title: _____

Agency/Department: _____

1. Significant Achievements (such as important deadlines met, improvements made in work flow, maintaining heavy workflow, etc.):

2. Educational and Training Achievements:

3. Awards & Commendations Received:

4. Major Projects Completed:

5. Other Achievements, Accomplishments and Significant Events/Actions: