
PERFORMANCE APPRAISAL – Associate (Employee) Self-Assessment Summary

PART I. ADMINISTRATIVE DATA

EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>	OFFICE SYMBOL	DATE	PERFORMANCE PERIOD <i>(MM/DD/YYYY)</i> FROM	TO
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PART II. INSTRUCTIONS

GENERAL GUIDELINES: Employees should complete and submit this form to their rating official for consideration in completing the annual performance appraisal. The summary should represent accomplishments as related to the outcomes and expectations from the date the performance plan was communicated/signed to the end of the performance-rating period. Base the summary on accomplishments during the performance period. Summarize each outcome and expectation separately and write the summary as a past tense of the outcomes and expectations.

SPECIFIC GUIDELINES: List major accomplishments in bullet form as they relate to each critical element and the expectations detailed in your performance plan. You may also list training and developmental accomplishments, including seminars and/or conferences; any recognition you received; recommended areas for future development; and specific training requests, if desired.

PART III. ACCOMPLISHMENTS

MAJOR ACCOMPLISHMENTS: In bullet format, identify the most important accomplishments achieved during this performance period that apply directly to your position. *(Attach additional pages as necessary)*

OTHER ACCOMPLISHMENTS: Identify other accomplishments achieved during this performance period. *(Attach additional pages as necessary)*

TRAINING AND DEVELOPMENTAL NEEDS: Identify any training or developmental needs or opportunities for the coming year. *(Attach additional pages as necessary)*

EMPLOYEE SIGNATURE

DATE