

Staff self-assessment form

**Name: Date:**

**Position:**

**Review you latest job description.**

What are the main tasks or areas of responsibility in your job? (list in order of priority)

1.

2.

3.

4.

5.

Is it clear what is expected of you in your job? (if no, explain why)

Which areas of your work have gone particularly well during the past year?

Which areas of your work have proved most difficult during the past year?

What are your immediate work goals (within the next 6 months) and how are you intending to achieve these?

What are your longer term work goals (12 - 18 months) and how are you intending to achieve these?

What further training would you require to improve your work performance over the next 12 months and assist you with career development? (outline courses etc)

Do you have any special knowledge/skills that are not being used in your present job but which could be of value to the organisation?

Add any additional comments you would like to make.