

SAMPLE: Employee Self Assessment

Summary of Specific Achievements: <ul style="list-style-type: none">• Received 2 letters of commendation for providing superior service to clients.• Able to solve problems quickly while running short staffed due to illness.• My team tells me they love coming to work.	
Desired Career Path/Specific Goals: Continue in Site Coordinator Role	
Strengths:	Development Areas:
1. Attention to Detail – Administrative	1. Setting Expectations for her team
2. Strong problem solving skills	2. Limited Formal Leadership Training
3. Positive Client Interactions	3. Collaboration with Peers and Colleagues
Additional Employee Comments: I think I do a really good job and just want to continue to do more of the same.	