**CONFIDENTIAL EMPLOYEE SELF-EVALUATION WORKSHEET**

*This is an optional supplement to the evaluation process intended to prepare the confidential employee
for the performance evaluation process including developing responses to the
Confidential Employee Performance Evaluation. This Confidential Employee Self-Evaluation Worksheet is not part of the official evaluation, and is not required to be submitted to the supervisor or to Human Resources.*

| Name |       |  |
| --- | --- | --- |
| Job Title |       | Date of Review |       |
| Department/Division |       | Supervisor |       |
| Evaluation Period |       | to |       |

# Purpose

The purpose of the *Confidential Employee Self-Evaluation* is to:

* Increase employee effectiveness in meeting the district’s goals and objectives
* Encourage self-reflection
* Improve communication between the employee and supervisor
* Improve the employee’s performance among all Confidential Employee Performance Factors
* Increase the employee’s productivity
* Support and promote employee development

# Instructions

Annually each confidential employee shall:

1. Complete the *Confidential Self-Evaluation form* and
2. Self-evaluate according to the job performance factors in the *Confidential Employee Performance Review Form*.

# Self-Evaluation

1. **Note your key accomplishments during this evaluation period as they relate to (1) the confidential employee performance factors, (2) the established goals for this evaluation period, and (3) the essential functions in your job description.**

1. **What other contributions did you make during this evaluation period?**

1. **Which aspects of this work are your strengths? What do you do best?**

1. **Describe which aspects of your responsibilities you believe need further development. What have you done during this evaluation period to develop in this area?**

1. **Comment on unplanned events, unexpected situations, necessary resources or tools and/or other problems that may have prevented you from fully achieving performance results.**

1. **What changes could be made to help you do your current job better or more efficiently?**

1. **Do you have an adequate understanding of the requirements of your position? For which responsibilities would a clearer understanding be helpful?**

1. **Note issues related to your performance you would like to discuss at your review.**

1. **List your recommended objectives for the next evaluation period.**

1. **Do you have other comments or suggestions about this self-evaluation?**