

Self-Evaluation Form – Town of Winchester, CT

Name: _____

Date: _____

Please complete all questions thoroughly to the best of your ability. These reflections will be kept as a part of your personnel record as a component of your comprehensive annual review. Typically, self-evaluations are due back on the last business day of May each year.

Quality Work

1. Over the past 12 months, what do you think your most outstanding accomplishment was, and why?

2. Which of your duties did you do best or improve in the most? What contributed to this?

3. Were there any significant problems or obstacles that you overcame? Please explain.

4. Over the past 12 months, what duties could you performed better? What affected your performance?

5. Are you happy in your role with the Town and proud of the work that you complete?

Training & Supervision

6. In what areas could you have used more experience or training?
7. What courses, training, or experience most benefited you during the past 12 months?
8. What further assistance could your supervisor have provided to help you be more effective?
9. Do you have skills that you are not using, are being underutilized, or that you would like to use more?
10. Are there any skills that you do not have now that you would like to develop?
11. What would you like to do in the next 12 months for your own development?
12. If you are a supervisor of other employees, do you feel that you provided adequate support for the employees that you supervise? In what ways do you provide that support?

Feedback

13. What suggestions, ideas, or concerns do you have for yourself or your department?
14. Are there any interpersonal issues that you are currently dealing with, either with your supervisor or one of the employees you supervise, that you would like to discuss with me in-person (no need to give details here – a simple “yes” or “no” will suffice at this time)?

Goals

15. Did you set goals with your supervisor for this past year? If so, please describe them and tell more about how your activity this past year either did or did not successfully achieve those goals.
16. I am asking each department to set at least three goals for itself this coming year; similarly I am asking each employee I supervise to identify between one to three goals that they can achieve for themselves in the next year. Please elaborate on both your proposed departmental and personal goals.

Other

17. Are there any other pieces of information that you wish to share with me at this time, or are there specific subjects not mentioned here that you would like to make sure are covered in my evaluation of you?

I certify that the statements made are true, accurate, and objective to the best of my ability.

Signature