



Management tool #B-33: ©

The Employee Self-Assessment Tool:

Employee self-assessment can be an important part of the performance review process for many of your team members. This Biz Tool gives you a simple framework to make it happen.

Every 6 months, each employee writes their own Performance Appraisal by answering, in writing, the following 6 questions. This becomes the basis for an insightful and helpful conversation.

Each Team member should have a week to complete and hand in the self-assessment and the discussion of it with them should be within a week of handing it in.

The 6 questions:

1. What were some of your biggest accomplishments in the past 6 months? These could be Projects worked on or completed (individually, or as part of a team), skills learned, training completed, commitments met or exceeded, ideas generated, initiatives taken, promotions accepted, or coaching or leadership provided to other team members.

How did these accomplishments move the business or your department forward, serve our customers better, advance your career, or make this a better place to work? How did you or the organization measure these accomplishments and successes?

2. Of all the things you did in the past 6 months, what didn't work so well? Why was that ...and what have you learned from that? What is the state of those projects, activities or initiatives now?
3. In both your career and your personal life, what would you like to be doing or to have accomplished a year from now? How can we help you make that happen?
4. What are two or three clarity, process, cultural or communication improvements that we need to focus on and accomplish to make some part of this business more effective, to be a more engaging place to work, or to better differentiate us from our competitors? Would you like to be involved in working on and implementing any of these improvements?
5. Is anything preventing you from doing your job effectively? How do you suggest we go about fixing those things?
6. Is there anything about the business that you want or need to know more about?