## PERFORMANCE EXCELLENCE



## **Self-Review Worksheet**

MICHIGAN STATE
U N I V E R S I T Y

PLEASE TYPE OR PRINT LEGIBLY.

Employee Name:	Supervisor Name:	Date:	
As part of the Performance Excellence Program, you and your supervisor will engage in an annual Performance Review Discussion. Prior to this meeting, your supervisor may ask you to complete this self-review worksheet or you may choose to do so in order to better prepare for the discussion. The purpose of this document is to facilitate two-way discussion between you and your supervisor.			
1. List your key tasks and duties during the p	past year.		
2. List any special accomplishments you ach	nieved during the last year.		
3. List goals you completed from the previon Plan.)	ous year. (Or refer to your Goal Setting & Dev	/elopment	
4. List any training or other learning opport Goal Setting & Development Plan.)	runities you completed during the year. (Or r	efer to your	
5. List any obstacles you encountered in acc period.	complishing your job responsibilities during	the review	
6. What can your supervisor do to bette goals?	er assist you in your position or in accom	plishing your	