

Self-Review Practice
FOR TRAINING PURPOSES ONLY

- I. List your main areas of responsibility (based on your planning stage and position description).

- II. What were your major accomplishments for the performance period?

- III. What were areas of opportunities and/or improvement?

- IV. What questions do you have for your supervisor? What is clear or unclear about the process, expectations, etc.?

Remember to:

- Be as objective, honest, and realistic as possible,
- Compare your performance to the expectations, standards, and objectives that were set (planning stage), and
- Use documentation, data and facts in your self-review.