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.