**EMPLOYEE Self Evaluation Form**

**R-A-P Worksheet**

Review – Analyze – Plan

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| --- | --- |
| **Date:** |  |
| **Employee:** |  |
| **Supervisor:** |  |

**REVIEW**

What do you think were your major accomplishments in that last year?

**ANALYZE**

What are the areas in which results could be better? Think about your work environment. What barriers are preventing you from doing your best?

**PLAN**

What are the most important things that you would like to accomplish in the next year?

What resources could help you do your job better? What additional staff education or training would you need to accomplish these goals? How else could your supervisor help you?