



EMPLOYEE SELF-EVALUATION FORM

R-A-P WORKSHEET

Review - Analyze - Plan

Date: _____

Employee: _____

Supervisor: _____

REVIEW

What do you think were your major accomplishments in the 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?



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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?