



Self-Assessment

Employee:	
Date:	

Job Responsibilities Please briefly describe.
What do you consider to be your greatest challenge in your current position?
What do you consider to be your greatest opportunity in your current position?

Accomplishments Please list your top three accomplishments this year.
1
2
3

Strengths Please list your top three strengths, and after each, give a specific example of an instance where this strength was exemplified.
1
2
3

Opportunities for Improvement Please list three areas where you could improve and develop performance. Are there tools or training that could be provided to help you improve? What are they?
1
2
3

Values Please review the values in each section. Indicate how well (I am good at this; I need to work on this) you have been exhibiting the values and provide comment and/or examples.				
Team Value	How Well Been Exhibiting?			Comments and/or Examples
Acknowledging each others' skills and remembering that everyone brings something valuable to the table.		Good		Need Work

Being aware of and accepting others' work/communication styles; willing to adapt as we keep the end goal in mind.		Good		Need Work	
Treating others as we would like to be treated.		Good		Need Work	
Providing a timely response to co-workers, following through on our commitments and respecting the time of others.		Good		Need Work	
Keeping our facility in a way that reflects our pride in it.		Good		Need Work	
Embracing and supporting change as a way to continuously improve. Recognizing that change is constant and it is the responsibility of each of us to participate in the change process.		Good		Need Work	
Valuing open, honest, constructive dialogue and respecting each others' right to disagree.		Good		Need Work	

Member Value	How Well Been Exhibiting?			Comments and/or Examples
Treat members equitably.		Good		Need Work
Ensure our actions support members' needs.		Good		Need Work
Encourage mutually beneficial member partnerships.		Good		Need Work
Find creative solutions for continual improvement.		Good		Need Work
Operate on members' behalf with integrity.		Good		Need Work

Measures & Goals	
Please list up to three, explain how these individual goals help the Chamber reach its organizational goals.	
1	
2	
3	

Employee Signature:	
President/CEO's Signature:	