



## TOWN OF BRUNSWICK EMPLOYEE SELF EVALUATION

You have been scheduled for an Annual Performance Evaluation on \_\_\_\_\_ with \_\_\_\_\_. Staff members are encouraged to conduct this voluntary self-evaluation. The purpose is to encourage you to reflect on job performance and to provide an opportunity for you to inform your supervisor of work accomplishments. It also provides you the opportunity to alert the Town of barriers hindering your work quality. It is recommended that you complete it and provide it to your supervisor in advance.

### I. EMPLOYEE IDENTIFICATION DATA

1. NAME (Last, First, Middle Initial)	2. JOB TITLE	
3. DEPARTMENT	4. SUPERVISOR	
5. PERIOD OF REPORT FROM: _____ THRU: _____	6. REASON FOR REPORT	7. INITIAL HIRE DATE

**II. PROFESSIONAL DEVELOPMENT:** Have you participated in professional development in this past year? If so, please outline what and how it helped you develop and impacted the Town of Brunswick.

**III. ACCOMPLISHMENTS:** List your most important achievements in this past year. Are these listed in the "essential functions" of your job description or are they beyond your job description?

**IV. GOALS:** *Restate goals and comment on your progress in achieving them.*

**V. GOALS FOR COMING YEAR:** *Please list what you would like to discuss as your goals for the coming year.*

**VI. OTHER COMMENTS**

*What other comments would you like to discuss regarding your performance or other areas?*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**