Performance Development Program (PDP)
Employee Self Review Worksheet

As an employee, you may want to consider completing this worksheet as it will likely help you as you prepare for your PDP discussion with your supervisor. Your completed worksheet may be given to your supervisor prior to or during the appraisal discussion.

Name: _____ **Date:** _____

Title: _____ **Department:** _____

1. List what you believe were the key elements of your job during the past year.

2. List special contributions you feel you have made to your department during the last appraisal period.

3. List any notable obstacles you encountered in accomplishing your job responsibilities during the appraisal period.

4. What areas do you need (want) to develop in the next year? What are your plans to achieve these goals?

5. What can your supervisor do to better assist you in your position?

6. Add any additional information which you wish to have considered in your appraisal.

Signature:_____ Date:_____