**New Mexico State Personnel Board**

**State Personnel Office**

**Performance Appraisal Self-Assessment Form**

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| **Performance Appraisal Self-Assessment Form (Recommended)** |
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| **Employee Name:**  |  | **SHARE Employee** **ID Number:** |  | **Working Title:** |  |

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| This Self-Assessment Form is to be completed by the employee and provided to the rating supervisor **prior** to each evaluation discussion.  |
| **Date:** |
| **Instructions** |
| Use *The Performance Appraisal Self-Assessment Form* to prepare for a Manager/Supervisor Evaluation (ME) or Employee Evaluation (EE). **Answer any or all of the questions below and return this form to your Manager/Supervisor.** |
| Question 1: How did you meet your goals? |
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| Question 2: What achievements have you accomplished? |
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| Question 3: What are your top three strengths? |
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| Question 4: How could your manager/supervisor better support you in achieving your professional goals? |
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