**Employee Self-Evaluation for Informal Discussions**

Answer the below questions to prepare for a performance discussion with your supervisor. Have informal performance discussions at least **twice** per year.

Employee Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Department: Click or tap here to enter text.

Performance Review Period: Click or tap here to enter text.

1. What accomplishments have I had since the last time I met with my leader?

Click or tap here to enter text.

1. What have I worked on that leveraged my strengths? (see [Employee’s Guide to Strengths Based Performance Management](https://www3.uwsp.edu/hr/Documents/Performance%20Management%20-%20Employee%20Strengths%20Guide.pdf))

Click or tap here to enter text.

1. What challenges am I currently facing?

Click or tap here to enter text.

* 1. How might I be contributing to each challenge or what I am doing that might be causing/reinforcing the challenge? *(I have an impact on each situation; I reflect on how I play a role in the situation and then what I can do to effectively overcome the challenge)*

Click or tap here to enter text.

1. What have I learned overall since I last met with my supervisor?

Click or tap here to enter text.

1. What will I accomplish before the next time we meet?

Click or tap here to enter text.

1. What could my supervisor do to help support me to do my best?

Click or tap here to enter text.