**Employee Self-Evaluation Form**

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| Employee Name: Daniel Chapman | Employee ID: |
| Position Title: General Accountant | Review Date: |
| Manager/Supervisor: Ken Rappuhn | Department: |

Describe the goals you accomplished since your last review:

I have no previous reviews.

List what you consider to be your strengths that help you perform your job:

Problem solving, ability to quickly learn and apply new skills, and goal-oriented focus

List key obstacles you met in accomplishing workplace goals:

Technological limitations, acclimation to unfamiliar software, proper allocation of time between tasks.

List goals/areas for improvement you wish to accomplish on during your next evaluation period:

Continue to improve overall speed of A/P processing, increase knowledge and utilization of Microsoft Access, develop standardized report procedures, and improve multi-tasking and multi-goal focus skills

List things your manager/supervisor can do to help you achieve future goals and objectives:

Timely feedback when expectations are not being or have not been met would really help me with time management and prioritizing tasks.

Additional Comments:

Overall, I feel that I have evolved into my current role quite well though I also see many opportunities for further development as I move forward.

**SIGNATURE:**

**Employee Signature: Date:**