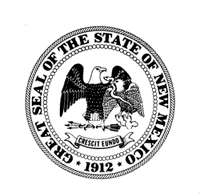
**New Mexico State Personnel Board**

**State Personnel Office**

**Performance Appraisal Self-Assessment Form**

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| **Performance Appraisal Self-Assessment Form (Recommended)** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Employee Name:** |  | **SHARE Employee**  **ID Number:** |  | **Working Title:** |  | |
| 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? |
|  |
| Question 2: What achievements have you accomplished? |
|  |
| Question 3: What are your top three strengths? |
|  |
| Question 4: How could your manager/supervisor better support you in achieving your professional goals? |
|  |