



SAINT MARY'S

COLLEGE OF CALIFORNIA

Worksheet for Self-Review of Annual Performance

This self-review form is designed to help you reflect on your performance over the past year and prepare for your annual review. Completing this form gives you the opportunity to highlight your accomplishments, identify areas for growth, and set the stage for meaningful conversation with your manager.

EMPLOYEE SELF-ASSESSMENT

TOPIC	QUESTIONS FOR CONSIDERATION	SELF-INSIGHTS
Accomplishments	What are you most proud of from the past year? Why does it stand out, and what was the impact?	
Areas of Improvement	What aspects of your work could be strengthened, and how do you plan to improve in those areas?	
Job Competencies	Which job-related skills and competencies do you feel confident in? Where would you like to grow or improve? (Refer to your job description to help guide your responses.)	
Things you value at SMC	How do you demonstrate and uphold SMC's Lasallian values in your day-to-day work?	
Goals for your future	What are your short- and long-term career goals, and what steps are you taking to achieve them?	

(Continue to next page if you are a Manager/Supervisor)

As a leader, this is also an opportunity to assess how you've supported your team, contributed to a positive workplace culture, and aligned your leadership approach with organizational goals. Completing this form allows for meaningful conversation around your growth and impact, as well as your team's development.

SUPERVISOR/MANAGER

TOPIC	QUESTIONS FOR CONSIDERATION	SELF-INSIGHTS
Social and Soft Skills	How would you describe your communication and collaboration with colleagues, supervisors, and clients? Do you seek and apply feedback? How do you manage conflict and emotional situations?	
Leadership Qualities	What leadership qualities or accomplishments can you highlight? In what ways have you mentored, supported, or inspired others?	
Team Culture and Engagement	How have you contributed to building a positive, inclusive, and high-performing team culture? What strategies have you used to keep your team engaged and motivated?	
Skills Development	What training, workshops, or leadership development opportunities are you interested in pursuing?	