

APEX INSTITUTE OF MANAGEMENT

EMPLOYEE SELF ASSESSMENT FORM

(To be filled out by Employee)

Employee Name : _____

Employee Code : _____

Designation : _____

Date of joining : _____

CURRENT POSITION:

1. What, in your opinion, are the 3-5 most important activities of your position? List them and the approximate percentage of your time spent on each.

2. What services provided by your area do you feel are done well?

3. What services provided by your area do you feel are NOT done well and could use improvement?

**4. Are you satisfied with your workload and service responsibilities in APEX INSTITUTE OF MANAGEMENT?
Why or why not?**

5. Of the services, processes, or activities you work with, which ones interest you personally? Why?

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6. Which ones are not as interesting? Why?

7. If there were no barriers, what would you change about the workload and responsibilities you currently have?

IMPROVEMENT ACTIVITIES AND INITIATIVES

**1. List at least one service, process, or activity performed by your area that you think needs improvement?
See #3 above.**

2. How would you go about making attempts to improve those areas?

3. Do you use data to help target specific needs of customers or processes? Why or why not?

4. Have you attempted any improvement activities in the SIX MONTHS? Why or why not?

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5.If so, have these activities resulted in a better situation? Why or why not?

6.Do you expect to add any new innovations next year, to significantly modify or stop any of your activities to allow time for new innovations? List and explain.

EMPLOYEE DEVELOPMENT

1.What do you feel are your personal strengths related to meeting needs of customers?

2.What do you feel are your weaknesses related to meeting needs of customers?

3.How could you improve your services to become more satisfied or productive personally, and more valuable to the department or College?

EMPLOYEE GOALS

1.What department, college, or campus service areas would you like to learn more about or become a resource for?

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2. What long-range work related or personal goals have you set for yourself?

3. What activities or steps do you intend to take in the next year toward these goals?

4. What work related or personal goals have you set for yourself for the next year?

5. What activities or steps will you take to accomplish these goals?

COMMENTS

Please provide any additional comments you have here.
