

**ALLEGHENY COUNTY COURT OF COMMON PLEAS**  
**EMPLOYEE SELF - APPRAISAL WORKSHEET**

**Emp #**

**Emp #** **Date:**

Department

<b>Performance Appraisal Period</b>	From	To
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Based upon your job description, work assignments, special projects and/or previously stated goals, complete the following (You may attached an 8 ½ x 11 page if additional space is needed):

1. **Projects and goals accomplished during this appraisal period:**
2. **Indicate the status and include your comments on any projects or goals which were not completed during this appraisal period:**
3. **What factors in your work environment help you accomplish your assignments, projects and goals?:**

4. What changes in your work environment and/or position would help you accomplish your assignments, projects, and goals (such as improved communications, clarification of priorities, more cooperation and/or teamwork, improvement in equipment, systems and processes, etc.)?
5. List this year's goals and summarize the actions/steps you feel are necessary to accomplish each goal:
6. List any goals beyond this year and summarize the actions/steps you feel are necessary to accomplish each goal:

*Employee Self-Appraisal Worksheet*

7. How do the goals listed in No. 5 and No. 6 relate to the goals of your department and/or the Court?
8. How can the Court help you achieve these goals?
9. Include any additional information you feel would be helpful in evaluation your job performance or for discussion during the appraisal interview (you may attached an 8 ½ x 11 page if additional space is needed)?

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_