Self Evaluation Questions
to include in your performance review discussion
with your supervisor

1. Specify areas where you think you have met or exceeded
   job requirements, explain with examples
2. Specify areas where you feel you have not met
   requirements and reasons for it
3. With reference to the above, what steps have you taken
   to improve performance?
4. In what areas would you like to concentrate your
   knowledge and resources?
5. Explain your plan of action for the next fiscal year, for
   better performance
6. Enlist the areas where you feel you did not got enough
   support from the management/team members
   - Be prepared to discuss
Powerful Phrases
to complete and include in your performance review
discussion with your supervisor

• I’ve always wondered why we....
• I don’t think we spend enough time....
• I think we should focus on...
• Our success lies in...
• We are missing a business opportunity with...
• I would like to be able to....
• Everyone knows that __________ but is afraid to talk about it...
• Our meetings would be more effective if...
• I’ve noticed that...
• Our student would be happier if....
• I’d like to see more __________ around here...