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| STRICTLY CONFIDENTIAL |
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 |
| **Non-Exempt Employee Self Reflection** |

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| **Your Name:** |       | **Your Title:** |        |
| **Your Dept:** |       | **Date:** |        |

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| 1. Review the primary job responsibilities as listed on your most recent performance agreement. In your opinion, have any of the statements of responsibilities changed? Are there additional responsibilities? Please supply your comments below:
2. Reflect on your overall performance on your primary job responsibilities for the past year. Please supply your comments below:

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| 1. Review the employee action plan for development from your most recent performance development forms. Please list the objectives you achieved and any associated accomplishments. For any objectives not completed, list the obstacles that prevented you from reaching your goals:
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| 1. List the job skills you’ve developed during this review period:
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| 1. List any additional resources you feel you need to perform more efficiently:
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| 1. List any goals you have for the upcoming year; please provide start and end dates for each goal listed:
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| 1. How could your supervisor or department help you be more effective in your position?
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**2020\_non\_exempt\_self\_reflection\_form**