**LAKE VILLA DISTRICT LIBRARY**

**SELF APPRAISAL**

(To be completed by employee prior to performance review meeting)

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| **Employee Name:**  | **Position:**  **Select Position** |
| **Current Department:**  **Select Department** | **Date**: **Click here to enter date** |

1. **Accomplishments and Special Projects:** Please list your major accomplishments and any special projects you worked on or completed over the past year.

2. **Challenges:** What was your biggest challenge in the past year?

3. **Resources:** Are there any aspects of your job in which you feel that you need more experience, guidance, resources or training?

4. **Job Satisfaction:** Please discuss how you feel about your work environment.

5. **Discussion:** I would like to discuss the following during our meeting.