

**ILLINOIS HEARTLAND LIBRARY SYSTEM
PERFORMANCE FEEDBACK
ANNUAL SELF EVALUATION**

Employee: _____ Year Ending: _____

Each employee's contribution to the Performance Feedback process is critical. Please take the time to answer the following questions and submit this document to your supervisor:

- **My measurable achievements and accomplishments as well as my outcomes for the past year were:**

- **The challenges I encountered and the impact of those challenges included:**

- **The support, training, professional development, and/or equipment I feel I need to perform more effectively include:**

- **I recommend the following goals for next year:**

- **The recommended changes to my job description include:**