# Annual Self-Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: |  | | | | |
| Employee Identification Number: | | |  | Assessment Date: |  |
| Employee's Job Title: | |  | | | |

1. How strong are your customer service skills?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. What goals did you set for yourself this year?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Did you achieve any of your goals?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. What are your professional ambitions for the upcoming year?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Have you been certified by Serve Safe?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Are you willing to move from one work station to another when the restaurant gets busy or is short staffed?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Do you always handle food according to all safety requirements?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Do you feel that you perform every single one of your duties during every single shift, or do you sometimes forget to do a task or put some off until the last minute?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Have you always been willing to come in early or stay late when the restaurant is short staffed or has gotten busier than anticipated?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Would you be interested in learning other skills, such as how to wait tables or tend bar?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Are you a good team player and do you get along with all your co-workers?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Do you work hard to communicate with kitchen and wait staff?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Do you know how to use all of the equipment in the kitchen? If necessary, can you make each item on the menu by yourself?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Which aspects of your job do you want to pursue developing before next year’s self-assessment?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. How happy are you with your current position? What steps can the company take to improve your job satisfaction? What can you do to help improve your job satisfaction?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |