

Staff Self-Evaluation Form

As an addition to my annual performance evaluation, I, _____, offer this self-evaluative perspective of my employment performance. This evaluation includes but is not limited to my effectiveness in meeting unit benchmarks, scores on faculty surveys, job description, and my perceived value of my contribution to the mission/objective of my unit/division as it effects the organization.

Date of Self-Evaluation: _____

Self-Evaluation offered prior to or after formal evaluation process.

Supervisor: _____

Describe the positive aspects of your strengths and accomplishments of the past year related to your performance.

How have you accomplished your performance and professional goals during the past year? Were there any goals you were unable to achieve? If so, why? Did you exceed your goals and expectations? If so, how?

Review and outline your performance and professional goals for the ensuing year.

Describe (specifically) what areas you would like to improve upon in the ensuing year.

How can your supervisor help you achieve your performance and professional goals? As part of your professional development, do you desire to meet periodically with your supervisor to assist you in obtaining these goals? Yes No

Suggestions/recommendations for improved performance:

Signed:

Employee

Date
Revised: July 26, 2004