



EMORY COLLEGE STAFF SELF-EVALUATION MEMO

Date: _____
To: _____ [Employee]
From: _____ [Supervisor]
Subject: Annual Performance Review
Staff Self-Evaluation Worksheet

I am contacting you in connection with the upcoming annual performance review. Because your input is an important part of the annual review process, I am inviting you to complete the questions on the enclosed "Staff Self-Evaluation Worksheet".

Please include details of special projects, training, and examples of your work that you feel will help me understand your accomplishments and contributions for the 2012-2013 academic year.

Feel free to include in your self-evaluation any issues you would like us to discuss that are not covered by the specific questions indicated.

I would need your input by _____ to include your information in my evaluation.

Thank you.



EMORY COLLEGE STAFF SELF-EVALUATION WORKSHEET

This worksheet provides the opportunity to share information with your supervisor in preparation for the performance review. While the College strongly encourages its use, it is not a required form in the Performance Management process.

Review Period: _____

Name: _____

Questions:

1. What do you consider to be your most important accomplishments in the past twelve months?
2. Please identify special awards, training activities, service, or recognition during the review period that your evaluator needs to be aware of. (If any)
3. What do you enjoy most about your job duties? How could your supervisor support you in creating additional similar opportunities?
4. Indicate job-related topics, including training and development goals, you would like to discuss with your supervisor during the review process.

Other information you would like to share with your supervisor: