

SELF EVALUATION FOR _____

DATE _____ DEPT _____

Evaluation Details

Employee First Name:	
Employee Last Name:	
Job Title:	
Date of Last Review:	
Date of This Review:	
Department:	
Employee:	
Supervisor:	
Action Number:	PAPER VERSION OF SELF EVALUATION - PLEASE ATTACH

Self Evaluation

Assignments, Activities and Special Projects

Describe any special projects, assignments or activities for which you had significant responsibility or that had an impact on your workload during the previous 12 months. Note how these projects/activities contributed to the overall goal and success of the department and/or division.

Describe any special projects, assignments or activities that you will be or would like to be involved in over the next 12 months. Note how these projects/activities will contribute to the overall goal and success of the department and/or division.

Challenges

Describe any challenges or obstacles that you encountered over the past year.

Did you overcome the challenges?

If so, how?

If not, what can I or the College do to help?

Professional Development/ Training

List any professional development/training programs that you participated in during the past 12 months. Programs may include, but are not limited to, computer training, HR-sponsored programs, professional conferences, certifications, trade schools, etc. Be as specific as possible (dates, name of workshop/conference, topics of discussion).

List and describe any professional development programs that you wish to participate in over the next 12 months.

Other

List any additional comments or information about your work experience at Bowdoin that you would like to share

Employee Signature: _____