



SELF EVALUATION FORM

Please complete the questions listed below and bring this information with you to your scheduled evaluation appointment to meet with your supervisor concerning your performance evaluation.

1. What do you see as your top three accomplishments in the past evaluation period? (Projects, committees, goals achieved, etc.)

2. What professional development/workshop/training did you attend this year?

3. What did you learn at each session? How did you implement these skills in the work that you do. Give examples.

4. How have you contributed to student success this year through your customer service efforts? Give example.

5. In reviewing your position description, are there areas in which you excelled? Any areas you would like to further develop or improve?

6. Are there other specific issues or goals you wish to discuss?

Employee Name: _____

Employee Signature: _____

Date: _____