

## ***Interim Performance Review*** **Employee Self-Evaluation Form**

**Employee Name:**\_\_\_\_\_ **Date:**\_\_\_\_\_

Reflect on your own performance and contributions over the past six months, and respond to the following questions by providing concrete and specific examples for each. Give a copy of this questionnaire to your manager at least two weeks prior to your performance review session, and be prepared to discuss these issues during your review.

1. How does my performance contribute to my department's achievement of our strategic goals?
2. What is the impact of my performance on the challenges faced by my department and the University?
3. What progress have I made toward the accomplishment of goals that were set during my last review?
4. Did I complete the Promoting a Respectful Campus Community on-line training program? If not, please explain.
5. What actions or factors inhibited my performance during this rating period?
6. The new skills I developed and demonstrated are:
7. How do these skills add value to my department or the University?
8. How can my supervisor facilitate my contribution to the achievement of our goals?
9. In order to achieve my goals for this rating period I need to:

Revised 3/2008