

Annual Performance Review **Employee Self-Evaluation Form**

Employee Name: _____ **Date:** _____

Department Name: _____

Reflect on your own performance and contributions over the past rating year, 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 did my performance contribute to my department's achievement of our strategic goals?
2. What was the impact of my performance on the challenges faced by my department and the University?
3. Did I accomplish goals that were set for me during my last performance review? (Please be specific.)
4. Did I complete the Promoting a Respectful Campus Community on-line training program? If not, please explain
5. What were the actions or factors that inhibited my performance?
6. The new skills I developed and demonstrated are:
7. How did 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. My goals for next year are: