University of Pittsburgh

STAFF SELF-APPRAISAL FORM

Employee Name (Last, First, Middle Initial) _____
Employee Title _____
Employee Department_____
Supervisor Name_____
Supervisor Title_____
Self-Appraisal Date_____

STATEMENT OF PHILOSOPHY

The   Self-Appraisal provides you with the opportunity to contribute significantly to improving both your own performance and your working relationship with your supervisor. The University's Performance Appraisal Program is designed to provide time for the employee and supervisor to look back over the past and realistically plan for the future.

The   self-appraisal encourages you to be proud of your accomplishments and candid about your areas of improvement. The following questions are intended to help you organize your thoughts and share information with your supervisor prior to receiving your performance appraisal. An essential goal of the performance appraisal meeting is that both you and your supervisor know clearly what you expect of each other and feel strongly that you can achieve your objectives by working together.

Instructions for completing this form:

- Employees should respond to each of the questions completely and accurately.

- Employees should complete this form **prior to the annual performance appraisal meeting** with their supervisor.

- Employees should provide their supervisor a copy of this completed form prior to their performance appraisal meeting.

1. Describe your most significant accomplishments this past year.

University of Pittsburgh

2. Describe any barriers or challenges that impacted you in effectively completing your job responsibilities or accomplishing your goals.

3. Please list your area(s) of strength and area(s) of improvement.

4. What skills or new knowledge would you like to develop to improve your performance?

5. Is there any other information you would like to share with your supervisor regarding your work performance?

_____   _____
Employee Signature/Date   Supervisor Signature/Date

Note: Supervisor signature verifies that the supervisor has read the contents of this document and it does not necessarily imply agreement with the contents.