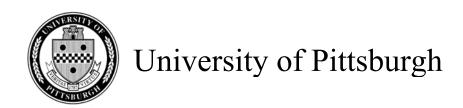


STAFF SELF-APPRAISAL FORM

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 ow 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 realistic 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 informat 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 the	ir supervisoi
 Employees should provide their supervisor a copy of this completed form prior to their performance meeting. 	e appraisal
Describe your most significant accomplishments this past year.	



2.	2. Describe any barriers or challenges that impacted you in effectively job responsibilities or accomplishing your goals.	completing your
3.	3. Please list your area(s) of strength and area(s) of improvement.	
J.	or rease not your area(o) or other gen and area(o) or improvement	
4.	4. What skills or new knowledge would you like to develop to improve performance?	your
5.	5. Is there any other information you would like to share with your sup	pervisor regarding
	your work performance?	
Emplo	ployee Signature/Date Supervisor Signat	ure/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.