

Name _____

UTICA COLLEGE

SELF-EVALUATION QUESTIONNAIRE

It will be helpful for your supervisor to receive your views concerning what you consider to be accomplishments in your work, and any thoughts you may have about personal and institutional development. Please consider the following before meeting with your supervisor. Note: This form may be used as requested to enhance conversation and may include brief statements.

1. What do you see as your top three (3) accomplishments in the past evaluation period (e.g. projects, committees, goals achieved)?

2. Please list training or courses you may have taken this past year that relate to your job.

3. In reviewing your job description, are there areas in which you feel you have excelled (e.g. time management, organization skills)? In what areas/skills would you like to improve? or develop?

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

Would you like this questionnaire attached to your performance evaluation form document? (please initial)
Yes ___ No ___

Name _____
Please print

Signature _____ Date _____