



Employee Name:

Self Appraisal for

Self Appraisal of Performance & Attainment of Objectives

Please respond to the following four questions regarding your performance for the period listed above. Provide this document to your supervisor no later than \_\_\_\_\_ for inclusion with this year's performance evaluation process. Attach additional paper/supporting documentation if necessary.

1. List your significant contributions and achievements during the performance period.

2. Cite the results achieved for the performance objectives/goals established during the performance period.

3. Note the professional development activities that you have completed during the performance period.

Performance Planning for the period \_\_\_\_\_ -- \_\_\_\_\_

4. Provide at least three suggestions for goals you could accomplish in the next 12 months that you feel are mission-critical to your area, department, Business & Finance and/or university. Include specifics about what should be achieved, why it is important, when it should be complete, target for results, the evidence of success your manager should expect to see, and any resources required.

Goal #1:

Goal #2:

Goal #3:

Additional Comments:

Signatures

Employee Signature:

Date:

Supervisor Initials

Addtl. Supervisor Initials (if applicable)

Unit/HR Initials

Past Year

Upcoming Year