

# Sandhills Community College

## Staff Self-Evaluation Form

As an addition to my annual performance evaluation, I, \_\_\_\_\_, offer this self-evaluative perspective of my employment performance. This evaluation includes but is not limited to my effectiveness in meeting departmental benchmarks, scores on faculty surveys, job description, and my perceived value of my contribution to the mission/objective of my department/division as it effects the organization.

Date of Self-Evaluation: \_\_\_\_\_

Self-Evaluation offered  prior to or  after formal evaluation process.

Supervisor: \_\_\_\_\_

Describe the positive aspects of your strengths and accomplishments of the past year related to your performance.

How have you accomplished your performance and professional goals during the past year? Were there any goals you were unable to achieve? If so, why? Did you exceed your goals and expectations? If so, how?

Review and outline your performance and professional goals for the ensuing year.

Describe (specifically) what areas you would like to improve upon in the ensuing year.

How can your supervisor help you achieve your performance and professional goals? As part of your professional development, do you desire to meet periodically with your supervisor to assist you in obtaining these goals?  Yes  No

Suggestions/recommendations for improved performance:

Signed:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Revised: March 2012