

EMPLOYEE SELF-EVALUATION/INPUT FORM

Name _____ Position Title _____

(Use additional sheets as necessary)

1. In your opinion, what are your major job-related achievements during the review period?

2. Based on the requirements of your current position, what additional skills, knowledge, equipment, working conditions, or system changes would help you more effectively perform your present job?

3. List any topics you would like to discuss with your supervisor during your performance appraisal conference.

4. What could your supervisor do to aid you in more effectively performing your job?

5. Other comments: Provide any additional information about yourself and your personal desires, goals, or job environment that may be helpful in using your talents in your own and the College's best interest.
