



**Section 1: Staff Member Information**

Staff Member Name: \_\_\_\_\_ Duke ID: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Performance Year: \_\_\_\_\_ Date completed: \_\_\_\_\_

**Section 2: Self-Assessment**

Please attach additional sheets if necessary when answering the following questions:

1. What were your major achievements in the past year?
2. Who are your primary customers and how well have you served them this past year?
3. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.
4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.
5. What goals (specific measurable results) do you expect to accomplish during the next year?

List the subjects you would like to discuss during your annual performance evaluation meeting:

- 1.
- 2.
- 3.

**Section 3: Signatures**

We have discussed the Staff Member's Self Assessment.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_