

SELF-EVALUATION FORM

Demographic Data

Employee Name	_____	Last 4 SSN #	XXX - XX - _____
	Last	First	MI
Supervisor Name	_____	Department	_____
Job Title	_____		
Review Period	_____	through	_____
	Type of Evaluation (select one): <input type="checkbox"/> Mid-Year <input type="checkbox"/> Annual		

Why should I do a self-evaluation?

This form is an evaluation tool for enhancing feedback and performance success. Conducting an annual or mid-year self-evaluation will allow you to provide information to your supervisor about your performance and shed light on your accomplishments and goals during this evaluation period. This tool may also help new supervisors get to know their staff better. Knowing employees is a basic requirement for the successful management of a work team.

Job Function Performance

How I believe I performed my Essential Functions, overall:

Accomplishments

Accomplishments and Essential Functions I believe I have handled well this past year:

Last Name:
Last 4 SSN:

Areas for Improvement

Job performance areas that I could use improvement or I need help in:

Goals and Objectives

These are goals and objectives I would like to work on in the upcoming year::

Support

This is the way I develop best (examples: one-on-one training, group workshops, instructional materials only, etc.)

The support I need to improve my job performance and development (examples: opportunities to serve on department/University committees, time to attend off-campus training, etc.):

Last Name:
Last 4 SSN:

Job-Related Development

I have participated in the following job-related activities, workshops or seminars in the past year:

I would like to participate in the following type(s) of job-related activities, workshops or seminars in the upcoming year:

Department

I have the following suggestions for improving departmental effectiveness:

Employee Signature: _____

Date: ___/___/___

Supervisor Signature: _____

Date: ___/___/___

I would like a copy of this Self-Evaluation Form attached to the Performance Evaluation Form and placed in my personnel record at Human Resources: Yes No