



Name:

Title:

Supervisor:

Date:

Employee Self-Evaluation

1. Do any changes need to be made to your job description? If so, please list.

2. Describe any changes you suggested and/or implemented this past year that led to improvement in your area (e.g., quality of work life, cost savings, efficiency).

3. Describe goals and/or developmental steps you set out to accomplish during this past year. Of those, which did you accomplish?



4. What do you think has been your most important contribution to the department and/or the college? What are you most proud of?

5. What would you have liked to have done this year, but were unable to? Why?

6. What goals have you set for yourself during the next year, and how do these goals align with the departmental mission, goals, and outcomes?



7. What types of developmental activities would you like to take advantage of (e.g., seminars, specific training classes, etc.)?

8. What kind of support and/or guidance would you like to see from your supervisor?

Employee Signature

Date