

Employee Self-Assessment Form

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
4. Are there additional skills or knowledge that would help you more effectively perform your 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: