



Employee Self-Evaluation Form

Name: _____ Supervisor Name: _____

Department: _____ Job Title: _____

Review Period Start Date: _____ End Date: _____

Please take a moment to answer the following questions. Provide the completed form to your supervisor on or before May 29, 2020.

1. List your most significant accomplishments or contributions in the last year. How did these achievements align with the goals/objectives outlined in your last review?

2. Are there any aspects of your work where you have not done as well as you hoped and why? (Give examples, and describe the resources needed for you to have had a more successful outcome.)

3. To what extent did you achieve the professional development goals from last year?

4. Provide your thoughts on a development plan for the upcoming year. If possible, list trainings, resources or academic classes which would help you meet your professional development goals.

5. Provide goals and objectives that you would like to achieve in the next performance year. How can your supervisor and the department assist you in achieving these goals?

Employee Signature: _____ Date: _____

Supervisors: Please attached completed self-evaluation form to the employees performance evaluation and return to the Office of Human Resources via email: humanresources@salve.edu.