



Employee Self-Assessment

2016-2017

Employee Name: _____ Job Title: _____

Department: _____ Supervisor: _____

Date: _____

Instructions: Your thorough and timely participation in the performance evaluation process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. While it is possible that you might not have, and therefore are not required to provide a response to every question on this self-assessment, it is expected that you will be able to answer the majority of these questions. We appreciate you taking the time to complete the Employee Self-Assessment. Please return this form to your supervisor by the earlier of the deadline provided by your supervisor or **March 3, 2017**.

1. List your most significant accomplishments or contributions within the past year. How do these achievements align with the goals/objectives outlined in your last performance review?
2. Since the last evaluation period (or since hired if this is your first performance evaluation), have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
3. What activities have you initiated, or actively participated in which promoted camaraderie and teamwork within your group and/or office? What was the result?
4. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

5. In what ways have you been of service to the institution and its students? Please describe.
6. Change is constant. What changes have come to your job, department or institution, and how specifically have you adapted your job function(s), behavioral and/or performance norms to these changes?
7. How have you used innovation and/or creativity to improve your job or that of your department or the institution? If any of these efforts resulted in cost-containment or savings, please describe.
8. State your goals for the coming year and indicate how you plan to accomplish them.

1. Goal:

Plan to accomplish:

2. Goal:

Plan to accomplish:

9. How would you rate your performance overall?

Needs Improvement
Partially Achieves Expectations
Fully Achieves Expectations
Occasionally Exceeds Expectations
Exceptional Performer