



**Annual Staff Performance Evaluation
Self-Evaluation
Year Ending FY 2017**

Employee Name: _____	Date Completed: _____
Job Title: _____	Supervisor Name: _____
Department: _____	

As a part of the evaluation process, staff are encouraged reflect on their own work performance and experiences over the past evaluation period. Provide your supervisor with your completed self-evaluation well in advance of your evaluation meeting. Before you begin, you are encouraged to review your most recent position description along with any goals established for the evaluation period.

Based on your job description, work projects, and goals assigned during the evaluation period, describe your performance.

Reflect on and describe your accomplishments, successes, and contributions.

In what ways have you demonstrated a connection with the mission, vision, and values, and supported the strategic initiatives of the university?

Additional comments and reflections:

Signature _____	Date _____
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