

Self-Appraisal Form



Review Period:

From _____ To _____

Personal Information

Employee Name: _____

Position Title: _____

Department: _____

Purpose of the Self-Appraisal Form

The *Self-Appraisal Form* is provided as an instrument for employees to share their perspective on their job duties and any challenges they might be facing in completing those duties. In addition, it provides a way for employees to document their accomplishments and strengths and to reflect on how their supervisor and other work relationships may have impacted their performance. Finally, it gives employees a venue to discuss their long-term career interests and to develop ideas for growth and professional development.

Employees should complete this form and give it to their supervisor. Employees should be prepared to discuss this document as a part of the performance evaluation cycle. You should keep a copy of this document for your records and make sure your supervisor has a copy for his/her records, as **this will not be forwarded to Human Resources for inclusion in your official personnel file.**

For information about the timeline for submission for this form and for guidance on the differences between this form and the Formal Performance Evaluation Form, please see the *Guidebook for the Wright State University Performance Evaluation Process* located on Human Resources webpage.



Section 1 - Your Job Responsibilities and Challenges

This section should list your essential job responsibilities as they currently exist. Please group them into five areas of responsibility as best you can. Also, indicate what you see as the level of importance on a scale of 1-5 (with 1 being the highest) trying to use each number only once where possible. Additionally, briefly describe the function of this responsibility (i.e. customer service, data integrity, fund-raising, etc.) that supports the level of importance assigned.

| Job Responsibility | Level of Importance | Function (Support for Level of Importance) |
|---------------------------|----------------------------|---|
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Have any responsibilities been added or removed from your job duties during this review period?

If yes, what?

What challenges, if any, made it difficult to meet performance expectations?

Section 2 - Your Accomplishments and Strengths

This section should list your most significant accomplishments or contributions as well as list any particular strengths demonstrated during the review period.

Accomplishments: Briefly describe your accomplishments and achievements during the review period and describe how these align with the goals and objectives outlined in your last performance evaluation.

Strengths: Briefly describe the major strengths exhibited during this evaluation period and describe how those strengths were demonstrated.

Section 3 - Your Supervisory and/or Work Relationships

In this section, please share your thoughts and ideas on what your supervisor/manager could do during the next review period to support you in doing your job. Please also share your ideas about the additional support, if any, needed from your department, division or University colleagues that would assist you in doing your job more effectively.

Section 4 - Your Career Interests

Use this section to indicate your long-term career goals, if any, including any education, training, or other professional development that you would like to begin or continue pursuing during the next review period, especially as it relates to the department and/or university mission.

Section 5 - Your Opportunities for Development and Future Growth

In the space below, provide feedback regarding the knowledge, skills and abilities that you would like to develop during the next review period. Please indicate, where possible, how this connects to the department and/or university mission. Also, list the steps you intend to take to support your development and/or improvement.

| Opportunity | Action Plan |
|-------------|-------------|
| | |
| | |
| | |

Date Completed by Employee _____

Date of Employee/Supervisor Discussion _____