

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept.: \_\_\_\_\_ Eval Period: From \_\_\_\_\_ Through \_\_\_\_\_

**SELF-APPRAISAL**

*This self-appraisal will be considered for your overall appraisal and will become an attachment to the Performance Appraisal. Indicate "see attached" if more space is needed*

**1. Summarize your major accomplishments for this review period (such as proposals, assignments completed, reports, presentations, significant results, etc.)**

**2. List any training programs, conferences, committee memberships or other educational activities in which you have participated during this period.**

*a. What problems and constraints influenced your work performance during the review period, if applicable?*

*b. In your current position, what additional skills would be helpful in preparing you to do your job more effectively? How do you plan to acquire them?*

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3. **Goals and Objectives.** (State specific and achievable goals/objectives you hope to achieve during the next appraisal period.)

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4. **What other issues** (which may include your working relationship with your supervisor) **would you like to discuss in the appraisal review discussion?**

## SIGNATURES

### Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor

I have read and discussed this self-appraisal with my employee and I understand its contents. My signature does not imply that I agree or disagree with the contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_