

# Employee Self Evaluation

## Employee Relations

Employee Name \_\_\_\_\_

Job Title \_\_\_\_\_ Date \_\_\_\_\_

The following information is requested to help prepare for your performance appraisal. Use this space to comment about your job and your performance. Please return this form to me prior to your evaluation so the information can be discussed during that meeting. Please respond based on your job experiences during the last year. You may use additional pages if necessary.

1. List the top three to five highest priorities of your position as you understand them.

2. List what you consider to be your greatest strengths or accomplishments this year.

3. Identify factors that impacted your job this past year; either positive or having challenges.

4. What were your most important efforts this year at collaboration within and outside of the department, division and university?

# Employee Self Evaluation Cont.

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5a. Complete the following sentence. I believe I add the greatest value to my department and college by:

5b. Complete the following sentence. I believe I add the greatest value to the ER team by:

6a. What could your supervisor do to assist you in your job?

6b. What could your co-workers do to assist you in your job?

7a. How could you perform your tasks more efficiently?

7b. What can your supervisor provide you that will help accomplish your goals?

8. In what area would you like to gain more experience, training or education?

# Employee Self Evaluation Cont.

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9. I would like to work in the following areas, or on the following projects or tasks if the opportunity arises:

10. I believe my goals and objectives for the coming year should be:

11. Other suggestions or comments:

12a. Number of trainings presented

12b. Description of trainings

13a. Number of trainings attended

13b. Description of trainings

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