

Performance Appraisal Self Assessment Form
RUL Self-Assessment Form

Parts I & II are to be completed by the supervisor who is conducting the performance appraisal.
Parts III & IV to be completed by the appraisee.

Supervisor Completes:

Part I: Duties & Responsibilities

Key duties are based on the position description and mutual agreement with the employee.
Please list the key duties in order of importance.

- 1.
- 2.
- 3.
- 4.
- 5.

Part II: Performance Standards

Please list the standards for the Meets Standards level of performance as developed during the performance planning meeting. Each key duty listed above must have a corresponding standard.

- 1.
- 2.
- 3.
- 4.
- 5.

RUL Self-Assessment Form (continued)

Employee (Appraisee) Completes:

Part III. Overall Assessment

Please assess your performance by giving yourself a rating for each duty and an overall assessment rating.

Ratings: Meets standards [MS] Does Not Meet Standards [DNM]

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | |

Overall Assessment

Part IV: Support for Appraisal

Please provide support and/or documentation for your assessment. Attach an additional sheet if necessary. You may wish to consider the following questions as you work through this process:

- a. What were my significant achievements this year?
- b. Did I meet with my supervisor to discuss performance expectations?
- c. Have my responsibilities changed significantly during the appraisal period?
- d. If my responsibilities have changed, were the performance expectations revised?
- e. Did I meet my performance expectations? Provide examples
- f. Did I exceed my performance expectations? Provide examples
- g. Was I unable to meet the expectations? Provide reason
- h. Do I have responsibilities that were not included in the performance expectations?