

Stevens Institute of Technology

Employee Self Evaluation Form

Instructions: Please complete this self-evaluation form prior to your formal performance review. This form will be discussed in your review session, so please bring it with you to that meeting. If you have any questions regarding the completion of this form, please see your supervisor or contact the Office of Human Resources.

Section I

Performance Objectives from Last Review:

In the space below, please review the performance objectives that you created last year, and comment on your success in achieving those objectives:

Objective Title 1:	
Specific Objective Duties & Goals: (List objective duties from previous evaluation)	___ Met Completely ___ Met Somewhat ___ Did not Meet Comments:

Objective Title 2:	
Specific Objective Duties & Goals: (List objective duties from previous evaluation)	___ Met Completely ___ Met Somewhat ___ Did not Meet Comments:

Objective Title 3:	
Specific Objective Duties & Goals: (List objective duties from previous evaluation)	____ Met Completely ____ Met Somewhat ____ Did not Meet
	Comments:

Section II

Accomplishments:

Please list and comment on your accomplishments over the past year. Include those that you believe are most significant, and why:

Accomplishments:

Section III

Areas for Improvement:

Please list and comment on those areas where you believe you need the most improvement. You do not need to comment on specific negative incidences since the past review period.

Areas for Improvement: