



INSTITUTE FOR  
ADVANCED STUDY

## **FY 2017 Self- Review Form**

**Employee's Name:**

**Title:**

**Supervisor:**

**Department:**

**Date:**

### **Position Responsibilities**

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1. Which specific 3 - 5 position responsibilities do you view as most important? Why?
2. Have there been any special circumstances that have helped or hindered you in doing your position this year? If yes, what were the circumstances and how did they affect your work?

### **Accomplishments**

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1. List your most significant accomplishments or contributions during the past year.
2. Since the last review conversation, have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

**Objectives**

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1. What are your primary objectives for the coming year?
2. What could your supervisor/manager do to support you in doing your job and accomplishing these goals?
3. What else would help you to do your job better and provide greater job satisfaction?

**Development Planning**

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1. What kinds of professional development activities would you like to do during the coming year?

Employee's Signature :

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