Employee Self-Evaluation Instructions

What is an employee self-evaluation?

An employee self-evaluation or self-appraisal is a performance review the employee does on themselves in anticipation of a management performance review. A manager uses the self-appraisal as a starting point to discuss the progress, development and learning of that employee.

How does a person complete a self-performance review?

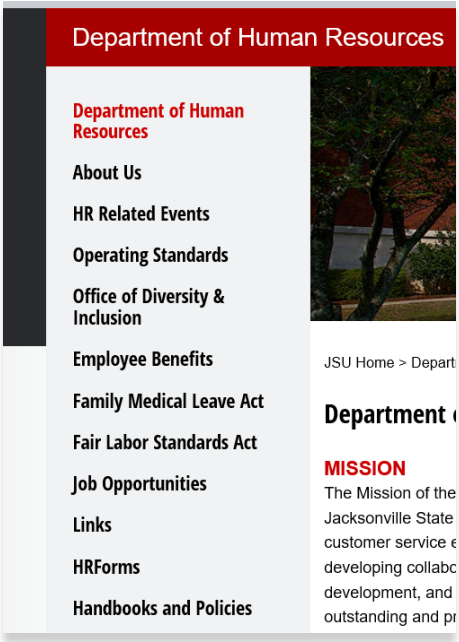
You should complete a self-performance review by focusing on two goals: reminding your supervisor about your achievements, and identifying discrepancies between how you view your performance and how your supervisor views your performance. This takes time, and all the space allotted, to be done well.

You should outline what you've learned and all of your notable achievements during the past year, while remaining truthful and not exaggerating. The review is the time to boast about what projects you have successfully completely, for example. You should mention what challenges you were presented with and how you overcame them, or intend to overcome them in the future.

Here's some helpful information...

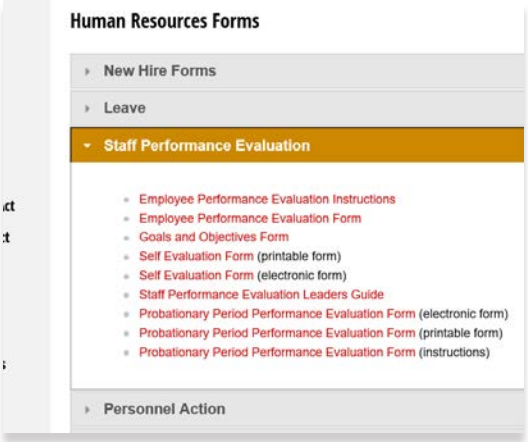
Self-Assessment: 4 Tips for Writing Your Performance Evaluation

Step 1: Go to http://www.jsu.edu/hr

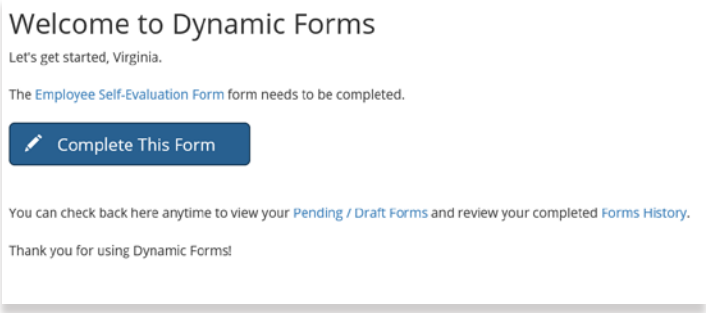


Step 2: Select the Staff Performance Evaluation tab.

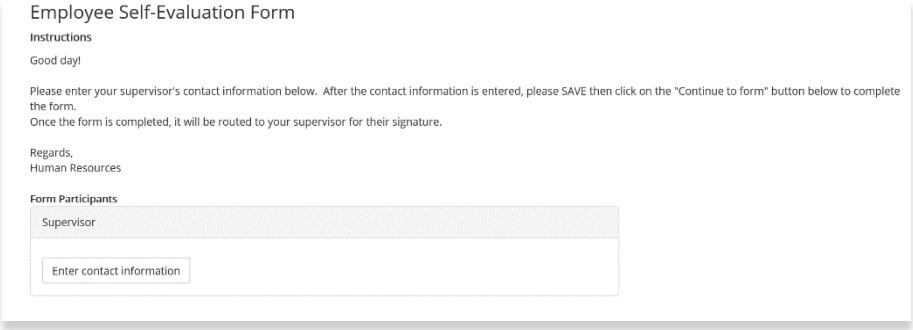
Step 3: Select Self Evaluation Form. If you, or the person submitting the form, do not have computer access, the form may be printed by clicking on the Self Evaluation Form (printable form) link. If you have computer access, you want to select the Self Evaluation Form (electronic form) link.



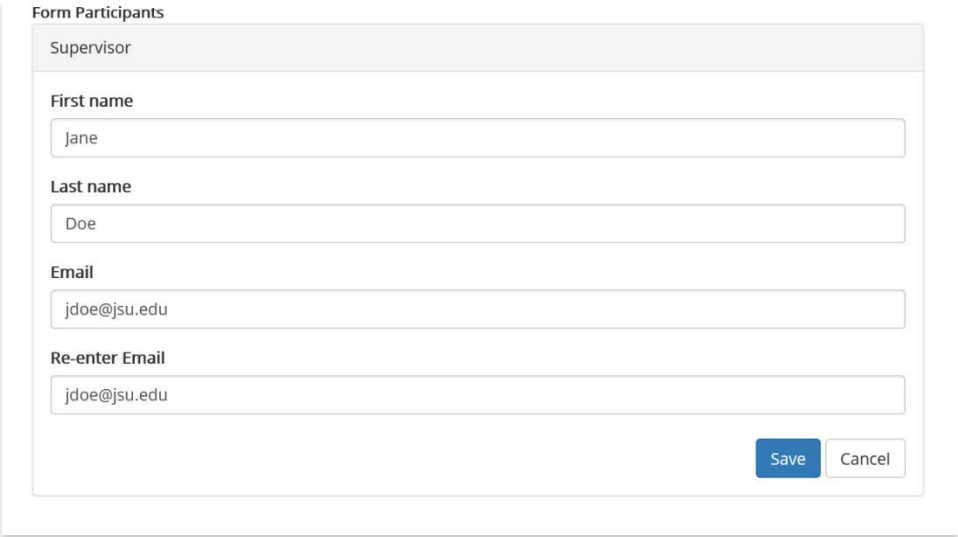
Step 4: Select the Complete This Form button.



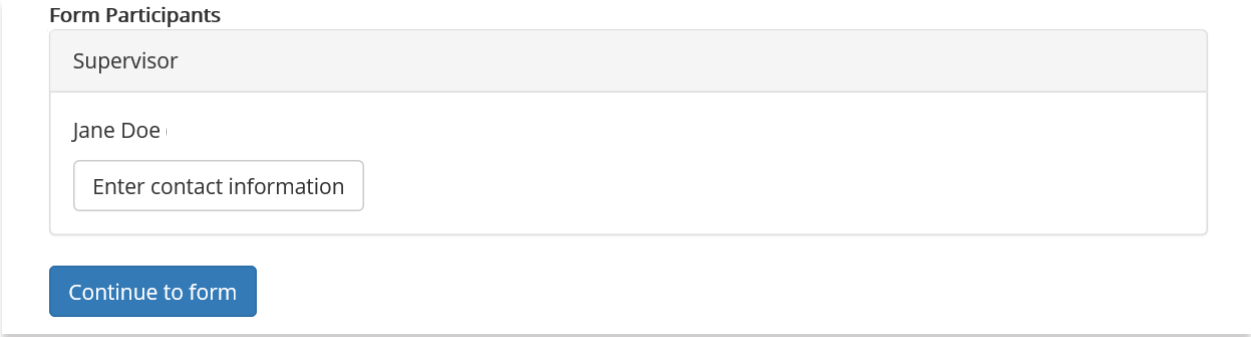
Step 5: Per the instructions, you should select the Enter contact information button. To enter your supervisor's contact information.



Step 6: Enter supervisor's information in the fields provided. Once fields are completed, select the Save button.



Step 7: Select the Continue to form button. This will direct you to the Self Evaluation form.



Step 8: Enter your information in the top section of the form. For Review Year, please enter the first date of the year for the evaluation. For this evaluation, it will be 01/01/2016.

First Name* Middle Initial Last Name*
Employee ID* Position Title*
Department Name* Supervisor's Name*
Review Year

Step 9: Answer all questions.

1. What were your major accomplishments in the past year?
*

2. Who are your primary customers (internal and external) and how well have you served them this past year?
*

3. What are the areas of your performance (behaviors and results) on which you can improve? Please describe.
*

4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.
*

5. What goals (specific, measurable, action-oriented, results-driven, and time-bound) do you expect to accomplish during the next year?

6. List the items you would like to discuss during your annual performance evaluation meeting.

Save Progress | Next

Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under "My Forms"

Continue | Log out

Step 10: If you need to stop before completion, select the "Save Progress" button to save your work for later completion. Once you have completed all information, select "Next". You will then be directed to "electronically sign" your evaluation.

Previous | Sign Electronically

Your Self-Evaluation has been successfully sent to your supervisor.

Thank you,
Human Resources

View PDF & Logout

View PDF & DO NOT Logout

My Pending Forms

Logout

Forms requiring the signature of a co-signer:
* Click the Co-Signers icon to send a reminder to the Co-signer or make Co-signer updates.

Form Name	Form Started By	Date Signature Requested	PDF	HTML	Co-Signers
Employee Self-Evaluation Form		2/16/2017 9:46:22 AM			