

Name: _____

Academic Year: _____ – _____

Self-Appraisal

Please complete prior to meeting with your supervisor for your annual performance appraisal. You may want to take your completed self-appraisal with you to the evaluation meeting; it is your **option** whether or not you share the contents.

1. What have my major contributions to our team effort been during this past year?
2. What are some aspects of my job that I like best?
3. What are some aspects of my job that I like least?
4. What do I consider to be the most important abilities my job requires?
5. In what areas of my job do I feel that I need more experience? Training?
6. Are there any changes I would like to see made in my job which would help to increase my effectiveness as a team member? (Such matters as reports, procedures, duties, etc.)
7. Are my capabilities now being fully used? What can I suggest to encourage their full use?
8. What is my program for self and/or team development: specifically, what do I plan to do during the next year or two?

9. What are my long-range plans? What do I want to be doing five years from now? How am I now preparing for this?

10. How can my supervisor assist in improving my service and public relations skills and attitude?

Self-Appraisal Questionnaire Goals

Please describe some goals about your work in CIEP that you would like to accomplish in the coming year. Goals may include aspects of your job performance that you would like to alter, modify, qualify, or complement in some way. When describing these goals, be sure to focus your ideas by answering the following:

- Is the goal SMART (specific, measurable, actual, realistic, timely)?
- Is the goal part of a broader long range plan? If so, state the broader goal and how this smaller goal contributes to it.
- Does achieving this goal involve others? If so, state what aspect(s) of the goal will be done independent of others.
- Does achieving this goal involve training, resources, or assignment changes? If so, state your expectations on the part of the CIEP or university towards achieving the goal.
- Can the goal be achieved within the boundaries of you current position?

Please write your answers here or attach them: