

Staff Self-Review Worksheet

Name: _____ WIN: _____ Date: _____

Title: _____ Department: _____ Supervisor: _____

This worksheet is designed to assist in preparing for your performance evaluation discussion. Provide a completed copy of this worksheet to your supervisor at least two days prior to the evaluation discussion and keep a copy for yourself.

1. What questions do you have about your job performance expectations or other areas of your job responsibilities that are unclear? Please explain below:

2. List special contributions you feel you have made to your department for the current evaluation period.

3. List any notable obstacles you encountered in accomplishing your job responsibilities during the last evaluation period, particularly obstacles encountered in attempting to reach the goals you and your supervisor had set. Please include your plan and/or suggestions to overcome these obstacles:

4. What are your professional development goals? How do you intend to achieve these goals? How can your supervisor assist?

5. Add any additional information that you wish to have considered in your evaluation:

Signature: _____ Date: _____

*****SELF REVIEW*** PERFORMANCE EXPECTATIONS AND NUMERICAL RATING CODES ***SELF REVIEW*****

NAME: _____

INSTRUCTIONS: For the time frame being reviewed, please assign the numerical rating you believe accurately reflects your performance in each of the applicable categories below.

1=Does not meet expectations 2=Needs improvement meeting expectations 3=Consistently meets expectations
4=Occasionally exceeds expectations 5=Consistently exceeds expectations

PERFORMANCE EXPECTATIONS	1	2	3	4	5	
1. QUALITY OF WORK: Work is accurate, thorough, neat and effective.						No comments needed for self review.
2. PRODUCTIVITY: Work produced compares favorably to job expectations.						No comments needed for self review.
3. JOB KNOWLEDGE: Employee understands duties and responsibilities of the job.						No comments needed for self review.
4. JUDGMENT: Required decision-making is logical and sound in relation to effective performance of the job.						No comments needed for self review.
5. INITIATIVE: Employee exhibits appropriate degree of initiative and effort in performance of duties.						No comments needed for self review.
6. DEPENDABILITY: Work assignments are carried out effectively and timely.						No comments needed for self review.
7. TEAMWORK: Employee works with others effectively; willing to vary work schedules/assignments as needed.						No comments needed for self review.
8. LEADERSHIP (if applicable): Through effective formal or informal direction of others, employee ensures work is completed satisfactorily.						No comments needed for self review.
9. COMPLIANCE: Employee complies with the University's policies and work rules (i.e.: attendance, punctuality, etc.) during the review period.						No comments needed for self review.
10. ADDITIONAL EXPECTATION (describe):						
11. ADDITIONAL EXPECTATION (describe):						
SELF REVIEW						***SELF REVIEW***