

# PERFORMANCE EVALUATION- SELF-EVALUATION QUESTIONS

## ***A best practice in preparing to complete your employee self-evaluation:***

*Please review your job description to ensure your self-evaluation reflects your work responsibilities and work expectations for performance. As you complete your employee self-evaluation, also consider goals that may have been established for your review period.*

## **Overall Evaluation Section**

### **Your Employee Self-Evaluation for this review period should include:**

- **Progress Toward Goals:** Describe your progress in accomplishing any specific goals and/or strategic priorities.
- **Significant Accomplishments:** List your most significant accomplishments.
- **Tasks/Projects Outside Job Scope:** If applicable, list any new tasks or additional duties you have successfully performed outside the scope of your regular responsibilities since your last review.
- **Challenges & Action Plans:** Describe any challenges or obstacles encountered in accomplishing your assigned projects/goals and the action plans implemented or plan(s) proposed to address these challenges.
- **Improvement & Growth Areas:** If applicable, describe areas you feel require improvement and/or growth in terms of your professional capabilities and list the steps you plan to take and/or the resources you will need to accomplish this.
- **Professional Development & Support:** List all professional development activities participated in (webinars, courses, etc.). If applicable, list any professional development opportunities you would like to access in the future, any additional support/guidance you would like from your supervisor, and/or new projects you would like to undertake.

## **Supporting Documentation (Optional)**

Upload of supporting documents is optional. You may use this section to provide objective, work-related information only.

If you choose to upload documentation, please submit one consolidated file with any materials you feel are relevant to the review.

Performance documents must be factual, professional, and directly related to the review period. Do not upload personal commentary, speculative opinions, unrelated materials, or confidential

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information about yourself or others. Only include documentation appropriate for a formal performance record and consistent with University policy.

Examples of appropriate documents include: performance metrics or reports, project deliverables or summaries, goal outcomes and formal feedback or recognition.

**Important:** Only one document file may be uploaded. Submitting more than one file will result in an error message. Please combine all materials into a single file before uploading.