

Smith, Mary

Administrative Coordinator

Manager: Adams, Rose (000000)

Evaluated By: Adams, Rose (000000)

Staff Self-Appraisal (2023)

Organization: University Human Resources (Adams, Rose)
(000000)

Location: South Street Landing

04/01/2022 - 03/31/2023

Self-Assessment

List your most significant accomplishments or contributions for the current review period, incorporating, where appropriate, the [competencies](#) into your answer. How do these achievements align with any goals/objectives outlined in your last review?

Include any actions you took to suggest or implement change that led to improvement in your area, steps you took to gain a better understanding of your work in your department or at Brown, and collaborative efforts you were involved in that were especially successful. Also describe any positive feedback you received from your supervisor, colleagues and/or customers, as well as any awards and/or professional recognitions you have received.

Employee Evaluation

Response:

Since your last performance review, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

Employee Evaluation

Response:

Describe any challenges or obstacles you may have encountered in accomplishing any projects, goals/objectives since your last review and action plans implemented/to be implemented to help address these challenges.

Employee Evaluation

Response:

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.

Consider any professional development goals you set for yourself or competency improvements you did not fully attain or wish to focus on in the coming year. Also describe any critical feedback you received from your supervisor, colleagues and/or customers and include the circumstances that may have contributed to those challenges and action steps taken to address these professional challenges.

Employee Evaluation

Response:

List any professional development activities you have participated in since your last performance review, such as webinars, conferences, peer training, certificate/degree programs, exposure to challenging projects, coaching etc.

Additionally, list anything you believe would help you to grow in your job or have greater job satisfaction. Include any professional development opportunities you would like to access for the next performance review period, as well as any additional support or guidance from your supervisor you would like to receive, or new projects you would like to undertake.

Employee Evaluation

Response:

If applicable, what activities have you initiated, or actively participated in, to encourage collaboration, diversity, equity, inclusion, and belonging within your team and/or unit/division?

Employee Evaluation

Response: