 

Employee Name: Employee ID#:

Click or tap here to enter text.

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Self Appraisal of Performance and Attainment of Objectives

Please respond to the following questions regarding your performance from 4/1/2022 to 3/31/2023 (or since your date of hire if you have been employed for less than one year). Provide this document to your supervisor for inclusion with this year's performance evaluation process. Attach additional supporting documentation if necessary.

1. List your significant contributions and achievements during the performance period.

Click or tap here to enter text.

1. Cite the results achieved for the performance objectives established for completion during the performance period.

Click or tap here to enter text.

1. Have you successfully performed any new tasks or additional duties outside the scope of your regular duties?

Click or tap here to enter text.

1. Note the professional development activities that you have completed during the performance period.

Click or tap here to enter text.

Performance Planning for the period of 4/1/2023 - 3/31/2024

1. Provide at least three suggestions for goals that you could accomplish in the next 12-months that you feel are mission- critical to your unit, college and/or university. Include specifics about what should be achieved, why it is important, when it should be complete, target for results, the evidence of success your manager should expect to see, and any resources required.

Goal #1

Click or tap here to enter text.

Goal #2

Click or tap here to enter text.

Goal #3

Click or tap here to enter text.

Additional Comments

Click or tap here to enter text.