



Employee Self-Evaluation Form

Employee Name

Department

Job Title

Supervisor

Annual Review Period **June 1, 2025 – May 31, 2026**

Employee Instructions:

Please complete and return this self-evaluation to your supervisor at the time of your scheduled performance evaluation meeting.

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. If you have been employed at the University for less than a year, substitute references to "since the last performance appraisal/review" with "since you were hired" and answer the questions accordingly.

Self-Evaluation Questions:

1. List your most significant accomplishments or contributions since last year (e.g. projects, committees, goals achieved, etc.). How do these achievements align with the goals/objectives outlined in your last review?

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

3. How have you contributed to student success this year through your customer service efforts? Give example.

