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| Self-Assessment Tool  Annual Performance Appraisal |

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| **Employee Name** | Click here to enter name. | **Position Title** | Click here to enter position title. |
| **Appraisal Date** | Click here to enter date. | **College/Division** | Click here to enter college/division name. |

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| ***The Self-Assessment questions are intended to help you organize your thoughts and prepare for your performance discussion with your manager.*** |
| **List your most significant accomplishments or contributions since your last performance review year. (If you are using the goal based tool, enter this information in the Results section and forward to your manager along with the rest of this Self-Assessment)** |
| Click here to enter comments. |
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| **What do you consider to be your strengths in performing your job?** |
| Click here to enter comments. |
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| **In what areas of your job do you need to improve?** |
| Click here to enter comments. |
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| **In what aspects of your job do you feel you need more experience and training? List steps you propose to take and resources that might be needed to accomplish them.** |
| Click here to enter comments. |
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| **What have you done for your own growth and development?** |
| Click here to enter comments. |

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| **Are there any changes you would like to see made in your job that would improve your effectiveness?** |
| Click here to enter comments. |
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| **Are your capabilities being utilized in your present position? If not how can they be better utilized?** |
| Click here to enter comments. |
|  |
| **What are the ways in which your manager can help you do your job better?** |
| Click here to enter comments. |
|  |
| **What are your areas of focus for the next year?** |
| Click here to enter comments. |