

STAFF PERFORMANCE EVALUATION
EMPLOYEE SELF-APPRAISAL FORM



EVALUATION INFORMATION	
EMPLOYEE NAME:	
JOB TITLE:	
DEPARTMENT:	
START DATE IN CURRENT POSITION:	
REVIEW PERIOD (START DATE & END DATE):	
DATE OF LAST REVIEW:	
EXEMPT ADMINISTRATOR'S NAME & TITLE:	

SECTION I - PERFORMANCE GOALS REVIEW

In this section you will evaluate any identified goals that have been established for you or for your area/ department. You may also reflect upon your personal goals as established in your last review period.

GOALS	ACHIEVEMENTS & AREAS FOR IMPROVEMENT/GROWTH

SECTION II - MAJOR AREAS OF RESPONSIBILITY

(THIS IS *WHAT* YOU DO)

In this section of the form, you will evaluate your performance of the major activities that you perform in your job. These activities typically are based on the duties as outlined in your job description. In this section you can also describe your own noteworthy accomplishments.

For each responsibility, note areas of improvement as applicable. You will expand more upon how you are going to improve on these areas in **Section IV**.

RESPONSIBILITIES	ACHIEVEMENTS & AREAS FOR IMPROVEMENT/GROWTH

SECTION III - PERFORMANCE COMPETENCIES
(SKILLS AND BEHAVIORS - THIS IS *HOW* YOU DO IT)

In this section of the form, you will identify the skills and behaviors that are most important in performing your job effectively. Please review and consider how you have demonstrated these in your job and how you might improve on these going forward.

You will expand more upon how you are going to improve on these areas in **Section IV**.

IMPORTANT SKILLS OR BEHAVIORS	ACHIEVEMENTS & AREAS FOR IMPROVEMENT/GROWTH

SECTION IV - DEVELOPMENT PLAN

Think of areas where you feel your performance could improve, or where your skills and abilities could be further developed. Reflect upon any notes made in the **Areas for Improvement** in **Section II or III**).

List these and indicate how you think these changes could be made. Also think about your career here at UFV.

Describe where you see yourself going within UFV and what will need to be done for you to move in those directions.

<p>PERFORMANCE GAPS FROM <u>SECTION II</u> <i>LIST HERE:</i></p>	<p>HOW THESE COULD BE ADDRESSED:</p>
<p>SKILLS AND BEHAVIORS TO BE ENHANCED FROM <u>SECTION III</u> <i>LIST HERE:</i></p>	<p>HOW THESE COULD BE ADDRESSED:</p>
<p>CAREER ADVANCEMENT <i>DESCRIBE PLANS HERE:</i></p>	<p>HOW THESE COULD BE ADDRESSED:</p>

SECTION V - PERFORMANCE GOALS DEVELOPMENT
 (FOR NEXT REVIEW PERIOD)

Think of the major activities related to your job and identify three to five performance goals to be accomplished during the next review period. Effective goals should follow the **SMART** principle (**S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime Bound) therefore try to formulate your goal as specifically as possible. Once you've established your goals, identify what steps you are going to take to achieve these goals as well as what results or measurement criteria will be used to determine the successful completion of each goal.

GOALS	ACTION ITEMS/STEPS (How are you going to achieve this goal?)	MEASURE OF SUCCESS (How will you know it was achieved?)

EMPLOYEE SIGNATURE:	
DATE THE FORM WAS COMPLETED:	