

Name _____

Department _____

Date _____

The questions below are designed to stimulate your thinking, and to help you prepare for your evaluation session and get maximum benefit from your employment. Think about your own personal performance, progress, and plans for future improvements. **Appraise yourself.**

You are encouraged to share this with your supervisor, but it is not required.

Self-Appraisal – Please check the box in the appropriate column					
Always	Usually	Sometimes	Seldom	Never	
					I treat all students and customers fairly, and with kindness, dignity and respect.
					I demonstrate skills, knowledge and ability needed to perform my work effectively.
					I complete my work in a timely and organized manner.
					I look for new ideas/methods to improve my productivity.
					I continuously strive for professional development.
					I demonstrate effective written and verbal communication skills.
					I adhere to personnel policies (example: use of benefits, work rules, etc.)
					I compliment my co-workers when they do something well, and them when they help me in my position.
					My co-workers respect me as a part of our work team.
					I enjoy my work.

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Performance Review

What do I like most about my Department or Office and my position here?

What are my strengths and capabilities, on and off the job?

How can my present work make the best use of my strengths and capabilities?

Can improvements be made to make my work more satisfactory and productive? If yes, where?

Which responsibilities do I find the most difficult to perform? Why?

How can my supervisor better help and support me in performing my responsibilities?

Do I have sufficient training to do my work well?

What areas would I like more training, knowledge or development?

What have I done since my last appraisal to prepare myself for more responsibility?

What experiences, projects, education, community services, committees, etc. have I participated in since my last appraisal?

Performance Goals

Am I meeting the goals which I established for myself last year? If not, why?

What were my accomplishments which were not planned for in my goals last year?

What are my goals and objectives for next year?