



Staff Member's Self-Evaluation Form

Name:	Position:	Date:
Department:	Supervisor:	
Review Period	From:	To:

List the most important aspects of your job during this performance review period.

List any special contributions you made during this review period.

List any committee work, participation on a team or task force, or special project outside the department.

List professional development activities (classes, conferences, workshops, webinars, etc.) you have completed during this review period.

List any significant obstacles you encountered in accomplishing your job during this review period.

Is there anything your supervisor could do to better support you in your work?

Any additional information that you would like to have considered in your review?

Staff Member's Signature:

Date:

Supervisor's Signature:

Date: