



**EMPLOYEE SELF-ASSESSMENT FORM
FOR THE PERFORMANCE ASSESSMENT PLAN
Review Period 2008**

Employee Name: _____ Dept _____

Title: _____

Position Administrative/Technical Professional Manager/Supervisor

Supervisor's Name: _____

Review Period: _____ Date: _____

**Part I
2008 Goals and Expectations**

List the goals and Expectations which were emphasized for the year 2008 – include ongoing assignments with standards or deadlines defined; areas for improvement; and development opportunities.

Part II

Accomplishments

List your major accomplishments for the past year. Relate your accomplishments to the University's Strategic Plan and goals identified in Part I of your performance assessment from the previous review period. Include any professional development and training accomplishments.

Part III

What major challenges did you face during the past performance assessment period that had an impact on your accomplishments?

Part IV

Personal Goals

Please list your personal (work related) goals for the upcoming review period (2009).

Part V

Resources

What resources and support do you anticipate needing to accomplish your goals?

Part VI
Professional Development & Training

What are your professional development goals for the year 2009? What Training or Professional Development Programs would be of interest to you?

Name _____ Department _____

Signature of Employee: _____ Date: _____