**2017**

**EUREKA COLLEGE**

**EMPLOYEE SELF-APPRAISAL FORM**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This self-evaluation will be of help to both you and your supervisor in reviewing your progress and in future planning. After completing the evaluation questions, retain a copy of this form and give one to your supervisor one week before your scheduled performance evaluation meeting with your supervisor.

1. List the major duties and responsibilities of your position:
2. List your most important accomplishments in the last twelve months:
3. List ways that you feel you met or exceeded major duties and responsibilities of your position. Be specific and provide details:
4. List ways that you feel you did not meet major duties and responsibilities of your position. Be specific and provide details:
5. What do you feel you need to do in order to improve your performance and/or meet your position objectives more effectively?
6. What could your supervisor and/or the College do to help you to improve your performance?
7. Describe any workplace factors that make it difficult for you to effectively fulfill your responsibilities.
8. How have you contributed to the College beyond normal requirements of your position?
9. What position-related goals would you like to accomplish in the next twelve months?

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_