

STAFF MEMBER NAME:

START DATE IN POSITION:

POSITION TITLE:

EVALUATION PERIOD:

ANNIVERSARY DATE:

DATE OF ASSESSMENT:

SUPERVISOR:

## Employee Self-Evaluation

Discuss your performance during this evaluation period:

What were your specific achievements/proud moments during this evaluation period?

Where are areas of challenge where you may need added support?

What are your department and individual goals and objectives for the 2022-23?

What are your professional development goals for 2022-23?

Additional staff comments:

## **Supervisor & Department Chair Evaluation**

Discuss the employee's performance during this evaluation period:

What were their specific achievements/proud moments during this evaluation period?

What were their areas of challenge during the period?

Supervisor/Chair goals and general comments:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Agreed upon Goals for 2022

Employee response to supervisor comments (if necessary):