



SELF-APPRAISAL PREPARATION FORM

Name: _____

Date: _____

Job Title: _____

This form is designed to help you prepare a self-appraisal. Resources such as **Position Descriptions (PDs)** and **Job Family Compass Guides** (available on the **Campus Portal**) may be helpful when completing a self-appraisal. For assistance accessing these resources, contact Human Resources.

Questions related to past performance:

1. What are my **key accountabilities**?

2. List key accountabilities in order of importance to the job and department. Which accountabilities do I view as most important? Why?

3. Have any new accountabilities been added, or any existing accountabilities been removed from my job this year? yes no If so, what?

4. Have there been any special circumstances that have helped or hindered me in doing my job this year? yes no If yes, how did they affect my work, and what were the circumstances?

5. What were my performance goals for 2008?

6. What do I see as my major accomplishments during the past year? What were the measurable results?

7. What knowledge and/or skills have I developed on the job this year? How did I demonstrate or apply new knowledge?

8. What professional development goals did I achieve this year?

9. Are there any changes I would like to see made in my job which would improve my effectiveness?
(Consider processes, procedures, equipment, etc.)

10. Are all of my skills, knowledge, and abilities being utilized in my present position? If not, how can they be better deployed?

Questions related to future performance:

1. What are my goals for next year?

2. How do my goals fit in with those of the department and University goals?

3. In what aspects of my job do I feel I need more experience and training?

4. What are specific things I need to do in the next year for my own development?

5. In what ways could my present position better prepare me for assuming more responsibility?

6. What could my supervisor do to help me enhance my job skills?

7. How could others in the department help me enhance my job skills?

8. What relationships on the job would I like to improve?

9. What could I do to make this department a better place in which to work?

10. What would help me increase my level of job satisfaction?