

STAFF SELF-EVALUATION REVIEW

The following questions are designed to help you prepare for and get the maximum benefit from this performance appraisal. Think about your: personal performance, accomplishments, professional development, progress, since your last review, and plans for future improvement. Evaluate yourself.

1. What do I consider to be the important abilities, which my job requires?
2. What are some aspects of my job that I like best? That I like least?
3. What are my most important accomplishments for the past year?
4. Are there any areas where I wish I had done better or accomplished more?
5. What are my strengths?
6. In what aspects of my job do I feel I need more experience and training?
7. What have I done for my personal and/or professional development?
8. What are specific things I need to do in the next year for my own development?
9. Are there any changes I would like to see made in my job that would improve my effectiveness?
10. Are all of my capabilities being utilized in my present position? If not, how can they be better utilized?
11. What are the ways in which management/supervisors can help me to do my job better?
12. In what ways would my present position better prepare me for assuming more responsibility?
13. What are my long-range plans? What type of work do I see myself doing five years from now? How am I preparing myself for this work? How can the College help me achieve my goals?
14. What has changed in the past year?
15. What aspects of my job do I find most satisfying?
16. What aspects of my job are stressful?