

THE UNIVERSITY OF TEXAS AT AUSTIN

SELF APPRAISAL

For Period Ending:

Employee Name:

Employee Title:

Department:

Date:

Employee should complete the following self-appraisal form by responding to the questions listed in each section as appropriate, as well as providing any additional information that is not specifically addressed below.

The self-appraisal will be used by your supervisor as part of the annual appraisal process to evaluate your performance for the appraisal year. It will also provide you the opportunity to review your accomplishments and to actively participate in the appraisal and goal setting process.

Please submit a copy of the completed self-appraisal to your supervisor when requested or prior to the annual appraisal discussion.

Please attach additional sheets if necessary when answering the following questions:

1. What were your major achievements in the past year?
2. Who are your primary customers and how well have you served them this past year?
3. What are the areas of your performance (behaviors, conduct and results) on which you could improve? Please describe.
4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.

5. What goals (specific measurable results) do you expect to accomplish during the next year?

6. Name any other project team members, supervisors, or management personnel, besides your current supervisor, that you feel should provide input towards your performance appraisal. Please explain why you selected the individual(s).

7. How can your supervisor help you to more effectively perform your job?

8. Since the last appraisal period, have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

List any specific subjects you would like to discuss during your annual performance appraisal meeting:

1.

2.

3.

Signature

Employee: _____ Date: _____