



UNIVERSITY CORPORATION AT MONTEREY BAY
100 Campus Center, Seaside, California 93955-8001

EMPLOYEE SELF-EVALUATION

Employee Name: _____	Position Title: _____
Department: _____	Supervisor: _____
Employment Date: _____	Position Date: _____
Performance Review Period: From _____	To: _____

PURPOSE

The performance planning and review process is designed to provide an opportunity for joint performance planning, ongoing performance feedback and progress reviews, and a final year-end review. The key goals of the process are to:

- Increase each employee's effectiveness in meeting the overall mission of the organization.
- Ensure ongoing communication and feedback between you and your supervisor.

The purpose of the self-evaluation is to gain your input and perspective prior to a formal discussion with your supervisor.

1. Which of the goals that you established with your supervisor did you achieve and/or what do you feel were you contributions to the organization?

2. What other special contributions did you make during the performance period?

3. Comment on any unplanned events and/or significant problems that may have prevented you from fully achieving performance results.

4. Are there any aspects of your job responsibilities in which you feel you need more experience or development?

5. What can you and your supervisor do to help you improve your performance or achieve your work objectives?

6. Note any other issues related to your performance you would like to discuss at your review.

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If you need extra space, use additional sheets of paper.

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Employee's Signature: _____

Date: _____

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