



<b>Date Prepared</b>		<b>Review Period</b> <i>(Dates from/to):</i>		<b>to</b>	
<b>Employee Name</b>		<b>Job Title</b>		<b>ID:</b>	
<b>Supervisor Name</b>		<b>Supervisor Title</b>			

**SELF-APPRAISAL INSTRUCTIONS**

The self-appraisal is your opportunity to reflect on your accomplishments and/or any setbacks that you have experienced this performance cycle. It allows your supervisor to see your performance from your perspective.

When drafting your self-appraisal, the following questions may be helpful.

- How well did you meet the expectations set forth by the [Institutional Goals](#)?
  - What do you think you did well this year? What are you the proudest of?
  - What do you feel you could have done better? Did you encounter obstacles that prevented you from doing as well as you had hoped?
- Name at least three goals or objectives you had during the performance cycle. Did you meet those deadlines and expectations?
- What professional development activities have you accomplished this year?