



MENU - SELF-EVALUATION QUESTIONS

The following is a menu of questions from which you can select to design a self-evaluation form for your staff to complete during the annual performance evaluation process. You can tailor the questions for your department. When you have selected the questions you wish to ask, you can copy and paste them to the Staff Member Self Evaluation Form template.

As an alternative to designing a self-evaluation form, you may use the existing self-evaluation form available on the Human Resources website.

Job Description/Responsibilities

- What do you consider to be your top three to five job responsibilities? *(Use your job description as a reference and identify the responsibilities you consider to be the most important or the ones that have had the biggest impact on your department and/or the College.)*
 - Did any of your job responsibilities change, and if so, how?
 - If you performed any new responsibilities or additional duties that are outside the scope of what you do regularly, what are they?
 - Are there components of your job that you would like to change and, if so, how would you change them?
 - What can your supervisor do to help you be successful in performing your responsibilities?
 - What can your co-workers do to help you be successful in performing your responsibilities?
 - What suggestions do you have to improve how your unit/department operates?
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Performance Assessment and Accomplishments

- How do you think you did in carrying out your top three to five responsibilities as well as your other responsibilities?
 - In what ways do you think you were successful?
 - In what ways do you think you could have done something different and/or better?
- During the past 12 months (or applicable time frame), what contributions have you made to your work team/unit, your department or the College? *(Think about what you have accomplished, projects you worked on, times you took the initiative to solve a problem or suggested how one could be solved, feedback you received from others and how successful you were in achieving your current goals.)*
- What strengths do you bring to your job?

- In what areas, if any, do you need to change or improve?
 - Describe how you worked together with others either in your work team/unit, your department or within the College (e.g. serving on a committee, project team, helping others, or working together on an assignment)?
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Goals

- What goals from the last review period have you accomplished?
 - What goals from the last review period were not accomplished and why?
 - What are your proposed goals for the coming review period?
 - What resources or help do you think you will need to achieve your goal(s)?
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Job/Professional Development

- What activities, classes or training have you participated in that has contributed to your own growth and development in your job and/or your profession?
- In what areas would you like to gain more experience, training, or education?
- Do you have the resources you need to perform your job? What additional resources or information would be helpful?
- What can your supervisor do to help you to reach your professional development or career goals?