

## Optional Self-Assessment Worksheet

<b>Employee Name:</b>
<b>Job Title/Department:</b>
<b>Evaluation Period:</b>

The **optional** self- assessment worksheet allows you to review and report to your supervisor on your performance and contribution for the evaluation period. You may use this form as your self-evaluation or as a tool to get started. When using this form, you may answer all of the questions or choose those you feel are most important.

1. List the goals, performance standards, and/or professional development goals that you and your supervisor established for this review period and specify the results you achieved.
2. What were your most significant accomplishments during this review period?
3. How did your performance during this period contribute to the success of your department and/or the University? Provide specific examples.
4. What barriers did you have to overcome to obtain your results?
5. If you did not meet some of your goals, what factors kept you from meeting them?
6. What you have done during this review period to improve your skills or reinforce your strengths? Where have you made the greatest progress?
7. How have you used your skills to add value to the University/department during this review period? Provide specific examples.
8. What other professional accomplishments (courses completed, certificates earned, community or University service, etc.) during this review period would you like your supervisor to consider in documenting your performance?
9. What three to five goals for the upcoming performance period would you like to discuss with your supervisor? What resources will you need from your supervisor in order to accomplish these goals? (These may be related to new responsibilities/projects, improvement of ongoing responsibilities, and professional development goals for your career growth).
10. Are there any new projects or job assignments you would like to attempt?
11. What training or other activities could your supervisor provide that would contribute to your professional growth?
12. What else regarding your job, your career progress or your experiences at Loyola should your supervisor know in order to support you in the coming performance year?