



Staff – Self-Evaluation Form

Employee Name: _____ Date: _____
Job Title: _____ Department: _____
Supervisor's Name: _____ Review Period: _____

Employee Instructions:

Please complete and return this self-evaluation to your supervisor prior to your performance evaluation meeting.

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. If you have been employed by the University for less than a year, substitute references to "since the last performance appraisal/review" with "since you were hired" and answer the questions accordingly.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in Lincoln University's strategic plan?
2. Describe the ways you have actively contributed or established good customer service to the campus community (students, employees, outside stakeholders) by creating a welcoming workplace.
3. Since the last appraisal period, what new tasks have you successfully performed or additional duties completed outside the scope of your regular responsibilities? Please specify.
4. What activities have you initiated or actively participated in to encourage camaraderie and teamwork within your department? (example: team meetings)

5. Describe your professional development activities since last year, such as offsite/onsite training (specify if self-directed or required by your supervisor).
6. In what areas do you feel additional education, training, and/or development would be beneficial to you?
7. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.
8. What are your professional goals for the upcoming year?
9. What are some things you would like to see improved or changed within your department?
10. Every employee at Lincoln University plays a vital role in the success of our students. How have you contributed to the recruitment and retention of our students?
11. List what you would like to discuss during your annual performance evaluation meeting with your supervisor.

Thank you for taking the time to complete the staff self-evaluation. You will have the opportunity to review your job description with your supervisor and submit necessary changes.

Supervisors: Attach completed Self-Evaluation to the employee's Staff Performance Evaluation and return it to HR.