

**CSUEU Staff Employee Self-Evaluation Input (Optional)**

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| **Employee’s Name** | **Department** |
| **Job Classification** | **Supervisor’s Name** |
| **Date** | **Supervisor’s Title** |

TO THE EMPLOYEE: You are invited to use the lower portion of this page (and additional sheets as necessary) to list any information which you believe should be considered by your supervisor when evaluating your performance. You may wish to cite specific accomplishments, unusual circumstances, changes in your assigned duties and responsibilities, and any other relevant information

It is not necessary to detail every aspect of your assignment, nor is it necessary to document information already known to your supervisor. This self-evaluation will be considered for your overall evaluation and will become an attachment to the Performance Evaluation. Indicate “see attached” if more space is needed.

1. Summarize your major accomplishments for this review period (such as proposals, assignments completed, reports, presentations, significant results, etc.)

2. List any training programs, conferences, committee memberships or other educational activities in which you have participated during this period.

3. What problems and constraints influenced your work performance during the review period, if applicable?

4. In your current position, what additional skills would be helpful in preparing you to do your job more effectively? How would you plan to acquire them?

5. Goals and Objectives. (State specific and achievable goals/objectives you hope to achieve during the next appraisal period.)

6. What other issues (which may include your working relationship with your supervisor) would you like to discuss in the appraisal review discussion?

**Employee**

Signature: Date:

I have read and discussed this self-evaluation input with my employee and I understand its contents. My signature does not imply that I agree or disagree with the contents.

**Evaluator**

Signature: Date: