



Employee's Responsibility

What to consider when preparing your self appraisal form.

- Meet with your supervisor to review your job description and collaboratively determine the five most critical job duties for this review period. These factors will determine what you will be evaluated on during this appraisal period.
- Carefully read each section of the appraisal form. If you feel that you meet expectations in every aspect of your job for this appraisal period, sign the form and submit it to your supervisor. No further action is necessary.
- On the other hand, if you feel that you have been an exceptional contributor in any or all of the sections of the appraisal provide the documentation and write your comments in the dialogue sections.
- If you are having difficulty determining where you rank during this appraisal period ask yourself the following questions to serve as a guideline:
 - What critical activities/results were expected of me and how successful was I in completing those tasks?
 - What major contributions did I make during the past appraisal period in my department? Examples include did you handle a tough assignment, solve a crucial problem, implement a new idea in your area or improve a work process.
 - What progress have I made on any action plans as mandated by a needs improvement rating from last year's appraisal?
 - What are my goals for next year and what professional development/training will I need to better perform my job?