

Performance Evaluation for Administrative and Staff Employees:

Self Assessment Questions

Name: _____ **Position Title:** _____

1. Please take a look at your goals for the past year as identified on your last performance evaluation and indicate them below. Please comment on how you feel you met or did not meet each goal and any circumstances that impacted your efforts. Use a separate page if necessary. (If this is your first performance evaluation at Saint Joseph's University, please skip to the next question.)

Goal:

Comments:

Goal:

Comments:

2. What are your goals for the upcoming year?
3. Give some indication of how you plan to develop these goals.
4. What do you see as your strengths at this point in your career?
5. Identify areas/skills in which you believe you need further development.
6. What can I do, as your manager, to enhance your job performance and job satisfaction?

Employee Signature: _____ **Date:** _____