

Administrative/Professional Self-Appraisal

School Year _____
(Completed during January)

Name: _____ S.S.# _____ Date: _____

Position: _____ Department/Campus: _____

1. To what extent did you meet this year's goals?

2. What factors, if any, have limited you in meeting your goals?

3. Please list three measurable job performance goals for the next year.

Supervisor

Employee

Date

Copy to Supervisor
Copy to Employee