Duke University **Employee Self-Assessment Form**

Section 1: Staff Member Information

Staff Member Name: _____ Duke ID: _____

Supervisor Name: _____

Performance Year: _____ Date completed: _____

Section 2: Self-Assessment

Please attach additional sheets if necessary when answering the following questions:

1. What were your major achievements in the past year?

2. Who are your primary customers and how well have you served them this past year?

3. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.

4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.

5. What goals (specific measurable results) do you expect to accomplish during the next year?

List the subjects you would like to discuss during your annual performance evaluation meeting:

1.

2.

3.

Section 3: Signatures

We have discussed the Staff Member's Self Assessment.

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____