



Human Resources
Performance Management
Employee Self-Evaluation Form

Employee ID: _____ Review Period: Jan-Dec (Previous Year) Review Date: _____
Employee Name: _____ Position Title: _____
Supervisor: _____ Department: _____
Review Type: New Employee _____ 3 Months
New Employee _____ 6 Months Annual _____

INSTRUCTIONS: Please complete the following information to help you prepare for your annual performance review. Use the spaces provided for comments about your job and your performance. Please focus your responses based on your experiences during the prior performance year. You may use additional pages as necessary. Upon completion, please forward a copy to your supervisor.

1. What do you consider to be the top three to five priorities of your job?
[Empty text box]

2. What do you see as your greatest accomplishments or successful efforts over the last review period?
[Empty text box]

3. What factors, environmental or otherwise, impacted your job or your ability to perform your job during the last review period?
[Empty text box]

4. Please complete the following sentence. I believe that my greatest contribution to the department and to the University of Texas at Arlington is:
[Empty text box]

Employee ID: _____ **Review Period:** Jan-Dec (Previous Year) **Review Date:** _____

5. In what area or areas would you like to gain more experience, training or education?

6. List activities, classes or training related to professional development that you participated in over the last review period.

7. What could you do to perform your job duties and assigned tasks more effectively and/or efficiently?

8. What can your supervisor or co-workers do to assist you in becoming more effective and/or efficient?

9. What other comments or suggestions would you like to offer? Consider other aspects of your performance, such as professional activities, that were not considered in this evaluation.