PART I – IDENTIFICATION

Name:         Title:

PART II – INSTRUCTIONS

Please complete the following self-evaluation form by responding to the questions listed in each section as appropriate, as well as providing any additional information you wish to share that is not specifically addressed below.

This self-evaluation will be used by your supervisor as part of your annual review to evaluate your performance in some or all of the following areas: Knowledge, Dependability, Communication, Interpersonal Skills, Independent Action (or initiative), Professional Development, Leadership, Supervisory Skills, and Teamwork. Please address these areas of performance as appropriate in your responses below. Submit a copy of your self-evaluation to your supervisor prior to your annual review. A copy of your self-evaluation and performance evaluation will be kept in your personnel file. You will be provided with a copy of your performance evaluation.

This self-evaluation form is based on the following four areas: (1) positive areas of job performance, (2) areas that need improvement, (3) feedback for supervisor or department in general, and (4) goals for next year. The goals you set for next year will be part of your next annual review.

PART III – RESPONSE

POSITIVE AREAS OF JOB PERFORMANCE:

Summarize your accomplishments this year.
What do you like most about your job?
What parts of your job do you feel strongest in?
What were some of your “uppers” this past year?

Response:

AREAS THAT NEED IMPROVEMENT:

What do you like least about your job?
What parts of your job do you feel less confident about?
What frustrates you or has made meeting goals difficult?
What were some of your “downers” this past year?

Response:

FEEDBACK FOR SUPERVISOR OR DEPARTMENT IN GENERAL:

Is your current level of supervision meeting your needs? How could it be better?
How well is teamwork going for you?
What do you still need to learn?
What resources would help you do a better job?
Do you have any ideas for the department to consider?

Response:

TRAINING ATTENDED THIS YEAR:

Response:

OTHER: NCAA Compliance  (This applies to positions with NCAA responsibilities listed in the job duties and responsibilities. If this is not applicable to your position please remove this section prior to printing.)

Commitment to Big Sky Conference and NCAA Rules
Commitment to Big Sky Conference and NCAA Rules Education
Response:

**GOALS FOR NEXT YEAR:**
What are the major points of focus for you in the next 12 months?
In what areas are you interested in developing new expertise?

Response: