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# Auburn University Employee Self-Appraisal Form

*This form can be used to gather information prior to the Year-end Performance Review. Use of the form is optional.*

**Name:**

**Job Title:**

**Department:**

**Supervisor Name:**

**Rating Period:**

**1. Briefly assess your job performance for the year. Consider how you performed against your Job Duties/Responsibilities/Position Goals or Previously Identified Developmental Needs:**

**2. List your most important accomplishments for the year:**

**3. List which** [**Behaviors**](http://www.auburn.edu/administration/human_resources/hrd/observed-behaviors.html) **were demonstrated successfully in your performance. Consider *how* these Behaviors align with your Job Duties/Responsibilities/Position Goals or Previously Identified Developmental Needs:**

**4. List any challenges that made it difficult to meet expected Job Duties/ Responsibilities/Position Goals or Previously Identified Developmental Needs:**

**5. List any special accomplishments, awards, activities, or classes completed during the performance year:**

**6. List any Position Goals or Developmental Needs you suggest be part of our Planning session for the upcoming year:**

**7. Please add any additional comments to consider:**

**I would like a copy of this form attached to the Performance Review Form and placed in my personnel record in Human Resources: Yes** **[ ]  No [ ]**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please send this form to your supervisor at an agreed date and time prior to your Performance Review meeting.*