

The University of Tulsa ♦ *Vision of Excellence*
Self-Evaluation

Name: _____
Title: _____
Department: _____
Date: _____

Instructions: The self-evaluation is a significant part of the Performance Evaluation Program. The purpose of the self-evaluation is to help organize your thoughts and discussions with your supervisor during the performance review session. Please answer these questions in detail and share them with your supervisor. You may attach additional sheets if needed.

ACCOMPLISHMENTS

Please list your major accomplishments for this past year.

STRENGTHS

Please list the strengths of your performance as it relates to customer service, commitment, teamwork, quality of work, productivity, job knowledge and/or any other area that may apply to your position.

AREAS NEEDING IMPROVEMENT

Please list any areas in which you want to make improvements in the next year. Include an action plan as to how to make these improvements or what is needed to meet these goals.

GOALS

Please list specific action goals for next year.

SIGNATURE

Employee Signature

Date