



SELF-APPRAISAL FORM

The Self-Appraisal process provides you with the opportunity to contribute to improving both your performance and your working relationship with your supervisor. Chapman University Performance Appraisal Program is designed to provide time for you and your supervisor to look back over the past and realistically plan for the future.

As you consider each item below, you are encouraged to highlight your accomplishments and be candid about your areas of improvement. This will serve to identify what you and your supervisor expect of each other and what you can achieve by working together.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your last review?

2. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

3. In what activities have you initiated, or actively participated, in effort to encourage camaraderie, teamwork, and diversity within your group and/or office? What was the result?

4. To which of the following learning modes would you attribute your professional development since last year: offsite seminars/classes (specify if self-directed or required by your supervisor), onsite training, peer training, management coaching or mentoring, on-the-job experience, better exposure to challenging projects, other - please describe.

5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

6. What skills or new knowledge would you like to develop to improve your performance?

7. Is there any other information you would like to share with your supervisor regarding your work performance?

Additional comments: _____

Employee Name: _____ Date: _____

Employee should complete this form prior to the annual performance appraisal meeting with their supervisor and bring to the meeting.