



# ALMA COLLEGE

## Performance Review for Staff

### Self-Evaluation Form

Please complete the questions listed below and return to your supervisor prior to your performance review conference. The feedback that you provide will be helpful to your supervisor in the preparation of your review. This form will become part of the full review document for your personnel file. As you complete the form, consider your performance as it relates to your current job description and expectations for the review period.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Review Period: \_\_\_\_\_

1. What accomplishments/activities have given you the greatest sense of pride or most pleasure in your work this year?
  
  
  
  
  
  
  
  
  
  
2. Was there anything that didn't go as well as you had hoped? Can you think of something that might have led to a better outcome?
  
  
  
  
  
  
  
  
  
  
3. Have there been significant changes in your job duties that warrant a change to your job description? Are there additional responsibilities that you would like to see added to your job description? If so, please describe below.

