

Samford University
Employee Self Evaluation

Name: _____ **Department:** _____

Scheduled Evaluation Date: _____ **Date completed:** _____

This form is to be completed by the employee and submitted to the evaluating supervisor prior to the performance appraisal meeting.

1. The following areas of my performance are where I excel:

2. I could improve my performance in the following areas:

3. My supervisor/the University could help me achieve better results by:

4. Coaching and training that would help me perform more effectively are:

5. The biggest impediment to my being able to perform my job as I would like to perform it is: