

Management Personnel Plan Employee Self-Evaluation and Accomplishment Statement

The Employee Self-Evaluation and Accomplishment Statement is distributed annually to all management employees. It provides you the opportunity to detail for your supervisor, prior to completion of your performance evaluation, your accomplishments during the current review period. You may include as much or as little information on this instrument as you wish.

If this is the first evaluation of your performance in this position, base your self-assessment of your performance on objectives derived from discussions with you supervisor and from the responsibilities outlined in your Position Description.

If your performance in this position has been evaluated previously, base your assessment on your performance on criteria outlined in your most recent performance evaluation.

Instructions for Completing the areas on this form:

- Describe the extent to which you have accomplished the job-related goals specified for your position (include those that were recorded in last year's performance evaluation as well as those which your supervisor articulated during the year). Use specific, concrete language to detail your accomplishments, and describe results in measurable terms when possible.
- Describe any other job-related achievements and accomplishments that were not identified as goals on your last performance evaluation.
- Describe any performance goals or objectives which you would like your supervisor to consider for inclusion in your formal performance goals and objectives for the next review period.
- Describe improvements in your performance (if areas requiring improvement were cited on your last evaluation).
- Include additional comments if there are any remaining items which have not been addressed in any other area.

This form must be completed and submitted to your supervisor prior to the time your performance evaluation is prepared.



Review Period: From: ___ / ___ / ___ To: ___ / ___ / ___

Empl ID	EMP RCD#	CBID
Employee Last Name	Employee First Name	
Classification	Range	Supervisor
Department ID	Department Name	

Describe your progress on the goals listed on your last performance evaluation (as well as those articulated in discussions with your supervisor during this review period) and describe any additional achievements and accomplishments during this review period.

Identify performance goals or objectives which you believe could be included in your performance evaluation for the next review period. Include any professional development activities in which you would like to participate.

If areas requiring improvement were cited on your last evaluation, describe specific steps you took to make improvements in your performance.

Additional comments (if desired):

Signature	Date
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