SELF-APPRAISAL

Ideas of what to ask yourself prior to your Responsibility Review meeting…

* How have I contributed to the department’s mission this last year?

* How is my job going?

* Accomplishments I’ve made this year.

* Ideas of how my job/responsibilities could change to improve the work unit.

* Achievements, special projects, new responsibilities, and service I’ve provided to my department or the University since last year.

* In reviewing my RR goals, what is my progress, what are my concerns, challenges I have had to meet, etc.

* Professional growth over the past year (workshops, classes, courses, seminars, webinars, etc.)

* Activities I’ve initiated, or actively participated in, to encourage camaraderie and teamwork within my work group and what were the results.

* Areas I need to improve in terms of my position and/or professional capabilities:

* Plan to accomplish:

Developmental/career opportunities that I want to discuss/pursue with my supervisor.

- Personal career objectives
- Additional training needed in coming year
- How could supervisor/peer group help in order to do a better job

Do I?

- Communicate effectively?
- Demonstrate a willingness to learn new things?
- Accept feedback?
- Resist change?
- Show a reluctance to work as part of a team?
- Respect others viewpoints?