



UNIVERSITY OF  
HOUSTON - VICTORIA

## Employee's Self-Appraisal Form

We will be meeting on \_\_\_\_\_ at \_\_\_\_\_ to discuss your performance over the past year and to discuss the goals and objectives you pursued for FY

Your input is very important part of this meeting. You can prepare for the meeting, and help me to address your concerns, by reading over a few questions that follow and writing down your responses.

As you read each question, think about your performance; your progress; and your plans for the future.

Please return the completed form to me by \_\_\_\_\_

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

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

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

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

1. Which aspects of your job do you like best?

2. Which aspects of your job would you like to modify?

3. How has your workload changed during this appraisal period?

4. What major projects were you involved in during this appraisal period?

5. What were your most successful accomplishment(s) during this appraisal period, and what/who helped you achieve them?

6. What goals were not accomplished during this appraisal period, and what would have helped you achieve them?

7. In what areas of your job have you had training this year, and what areas do you feel you need more experience and/or training?

8. To improve effectiveness in your job, what changes would be necessary?

9. What are your job-related goals for next year?

10. How can your supervisor help you in meeting these goals?

optional additional information