

UW System Human Resources Employee Self-Evaluation Questions

This document is to be used as an employee self-evaluation to guide the discussion in the employee-manager/supervisor performance conversation. Please thoughtfully respond to the following questions and document those responses in writing. Share the written responses with your manager/supervisor at least 24 hours before the meeting.

I. Job Components

- a) Review your job description.
- b) Identify any components of the job description that you no longer perform or that now take additional time.
- c) Describe any new goals, responsibilities, or added challenges you have taken on since your most recent performance evaluation. Identify those that require additional decision making, responsibility, accountability, or oversight of the work of other employees.
- d) Identify what you like **most** about your current job.
- e) Determine the components of your job that you would you like to change or eliminate. Why?

II. Achievements

- a) What are your most significant accomplishments and contributions since your most recent performance evaluation?
- b) What accomplishment and achievements are you the proudest of since your last performance evaluation?
- c) What goals do you wish you had accomplished since your last performance evaluation, but did not? What prevented you from achieving these goals?
- d) In what other major projects and initiatives did you participate and contribute since your most recent performance evaluation?
- e) What, if any, work are you performing that is outside the scope of your current job description?

III. S.M.A.R.T. Goals – Specific Measurable Achievable Realistic Time-bound

- a) What job-related goals would you like to accomplish during this evaluation period? Please be specific; ensure the goals have deadline dates and discuss with your supervisor how they relate to the overall departmental goals.
- b) How can your supervisor help you to accomplish these job-related goals?
- c) What additional support can the organization provide so that you are able to achieve these goals?

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IV. Professional Development

- a) What professional job or career growth goals do you hope to achieve within the next cycle?
- b) What professional and personal goals will help you improve or develop your performance in your current job?
- c) What additional support can the organization provide so that you can accomplish these goals?
- d) When completed, please send copies of this self-evaluation to your supervisor prior to your performance evaluation meeting.