

UNIVERSITY OF MAINE SYSTEM
PART 1 - EMPLOYEE SELF-ASSESSMENT

Self-assessment gives you the opportunity to:

- 🕒 *Take stock of your work over the past year; reflect on your accomplishments and on those areas where you would like to grow.*
- 🕒 *Prepare for your annual assessment in a thoughtful and positive way.*
- 🕒 *Communicate with your supervisor about your job description, job expectations and work performance; your supervisor should provide you with a job description along with this form.*

Complete the Self-Assessment (Part 1 of a two-part form) within two weeks. Either give it to your supervisor a week before the performance assessment meeting, or bring it with you to the meeting. It is important for you to complete the Self-Assessment, as it will be attached to the Employee Performance Assessment (Part 2) and placed in your personnel file.

Completion of the Self-Assessment is optional for employees in the ACSUM, Service & Maintenance, and Police Units.

1. What is the greatest strength or characteristic you bring to your position at the University?

2. What were your most important accomplishments in your University position during the past year?

3. Comment on your progress in achieving the goals you and your supervisor set in the last year, or since your last evaluation.

4. Did you participate in any employee development activities over the past year? Please list them here. How have they helped you develop? Are there other training or employee development opportunities that would be helpful to you, or are there workshops you would like to attend in the coming year?

5. In what ways can your supervisor help in your job performance and/or career development?

6. What changes should be made to your job description to make it more accurately reflect your current responsibilities?

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7. Would you like to comment or make any suggestions for improving your work environment?

8. What is your assessment of your overall job performance during the past year? (*mark one*)

- Outstanding (exceptional performance)
- Commendable (you perform beyond normal requirements and competence)
- Effective (you fulfill the normal job requirements with some strong points)
- Needs improvement (you perform slightly below job requirements)
- Unsatisfactory (job performance must be improved substantially to be acceptable)

9. Other comments:

Employee's Name:

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

The supervisor's signature does not necessarily indicate agreement with the Self-Assessment.