## AS Employee Self-Evaluation (2014-2015)

	Employee's Name:	Supervisor's Name:
	Employee's Job Title:	Supervisor's Job Title:
	This evaluation is designed to facilitate communication betwee completely and openly, you will be providing your supervisor feedback about your performance and to create an atmosphere provides the opportunity to check perceptions about your performance.	with the information they need to provide you with of growth and opportunity. This evaluation process
	Once you have completed the questions, set up a time to meet The answers to the questions and your discussion with your su will keep the evaluations, which you can request to see at any	pervisor will remain confidential. The Personnel Office
1.	Why did you come to work for the Associated Students?	
2.	What goals did you have when you started your position? What	t progress been made in reaching these goals?
3.	What challenges have you faced and how have you addressed	these challenges?
4.	What skills have you developed or improved upon in the proce	ess of performing your job?
5.	Please rate the following skills 1-5 (1 = excel; 3= meets expective Management Attentiveness Organizational skills	
	Communication with others	
	Multicultural understanding	
	Setting/execution of strategic goals	
	Maintaining office hours/Meeting attendance	
	Staying on Task/taking initiative	<del></del>
	Efficiently utilizing resources (e.g. supervisors)	<del></del>
	Preventing/addressing conflict	<del></del>
	Meeting position responsibilities	

a)	these areas.
b)	
7.	Do you feel like you are contributing to the AS and WWU as a whole through your job? If so, how? If not, please explain and tell us how the organization can support you?
8.	Do you find your job professional or personally enriching? How or how not?
9.	Is your job providing you with professional or personal skills you can use after your AS experience? Please explain.
10.	In what ways/areas would you like/need more support in?
11. a)	Set two specific, position related, goals that you hope to accomplish with the rest of your year. Also, explain how you plan to achieve these goals.
b)	
12.	Please explain how you are balancing your student responsibilities and AS responsibilities? Do you feel you are working an appropriate amount of hours for your position (reasonable workload, reasonable compensations for hour worked)?
11.	Do you have any suggestions that you feel would improve your office or area?
12.	Do you feel like there is camaraderie and teamwork within your group and/or office? What activities have you initiated, or actively participated in, in effort to encourage this atmosphere?

6. Choose two skills you rated yourself "needs work", describe why you feel that way and what you can do to improve in

By signing this, I acknowledge that supervisor, discussed between the ty		lled out by the employee, reviewed by the o the Personnel Office.	
EMPLOYEE SIGNATURE	(date)	SUPERVISOR SIGNATURE	(date)
Personnel Office Use Only:			
Perso	nnel Staff Signature	Date Received	