

AS Employee Self-Evaluation (2015-2016)

Employee's Name:

Supervisor's Name:

Employee's Job Title:

Supervisor's Job Title:

This evaluation is designed to facilitate communication between you and your supervisor. By answering the questions completely and openly, you will be reflecting on your experience and job performance and providing your supervisor with the information they need to provide you with feedback about your performance and to create an atmosphere of growth and opportunity. This evaluation process provides the opportunity to check perceptions about your performance and your needs as an employee.

Once you have completed the questions, set up a time to meet with your supervisor and discuss your evaluation. The answers to the questions and your discussion with your supervisor will remain confidential. The Personnel Office will keep the evaluations, which you can request to see at any time.

1. Why did you come to work for the Associated Students?
2. What goals did you have when you started your position? What 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 process of performing your job?

5. Please rate the following skills 1-5(1 = excel; 3= meets expectations; 5 = needs work).

Time Management	_____
Attentiveness	_____
Organizational skills	_____
Delegation (If Applicable)	_____
Communication with others	_____
Multicultural understanding	_____
Setting/execution of strategic goals	_____
Maintaining office hours/Meeting attendance	_____
Staying on Task/taking initiative	_____
Efficiently utilizing resources (e.g. supervisors)	_____
Preventing/addressing conflict	_____
Meeting position responsibilities	_____

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

a)

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. Is your job providing you with professional or personal skills you can use after your AS experience? Please explain. (What skills have you developed)

9. In what ways/areas would you like/need more support in?

10. 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.

a)

b)

11. 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 and that the workload is reasonable? workload, reasonable compensations for hour worked?

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12. Do you have any suggestions that you feel would improve your office or area?

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By signing this, I acknowledge that this document has been filled out by the employee, reviewed by the supervisor, discussed between the two, and will be delivered to the Personnel Office.

EMPLOYEE SIGNATURE

(date)

SUPERVISOR SIGNATURE

(date)

Personnel Office Use Only:

Personnel Staff Signature

Date Received