

**Self Appraisal for the period of 4/1/2016 - 3/31/2017**

**2016-2017 Personalized Performance Review and Plan**

Employee Name: Employee ID#:

 Self Appraisal of Performance and Attainment of Objectives

Please respond to the following questions regarding your performance from 4/1/2016 to 3/31/2017 (or since your date of hire if you have been employed for less than one year). Provide this document to your supervisor for inclusion with this year's performance evaluation process. Attach additional supporting documentation if necessary.

1. List your significant contributions and achievements during the performance period.
2. Cite the results achieved for the performance objectives established for completion during the performance period.
3. Have you successfully performed any new tasks or additional duties outside the scope of your regular duties?
4. Note the professional development activities that you have completed during the performance period.

 Performance Planning for the period of 4/1/2017 - 3/31/2018

1. Provide at least three suggestions for goals that you could accomplish in the next 12-months that you feel are mission- critical to your unit, college and/or university. Include specifics about what should be achieved, why it is important, when it should be complete, target for results, the evidence of success your manager should expect to see, and any resources required.

Goal #1

Goal #2

Goal #3

Additional Comments