

West Virginia State University

Annual Performance Review

Review Period:	

Employee Self-Assessment Form

Sectio	n 1: Staff Member Information		
Staff N	Name:	Supervisor Name:	
Staff Title:		Date Completed:	
Sectio	n 2: Self-Assessment		
Please	attach additional sheets if necessary when answ	vering the following questions:	
1.	What were your major achievements in the pa	ast year?	
2.	Who are your primary customers and how we	Il have you served them this past year?	
3.	What are the areas of your performance (beha	viors and results) on which you could improve? Please describe	
4.	Are there additional skills or knowledge that venhance your skill opportunities? If yes, pleas	would help you more effectively perform your present job or see list.	



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5. What goals (specific measureable results) do you expect to accomplish	during the next year?
List the subjects you would like to discuss during your annual performance	e evaluation meeting:
1.	
2.	
3.	
Section 3: Signatures	
We have discussed the Staff Member's Self-Assessment	
Staff Member:	Date:
Supervisor:	Date: