



West Virginia State University

Annual Performance Review

Review Period: _____

Employee Self-Assessment Form

Section 1: Staff Member Information

Staff Name: _____

Supervisor Name: _____

Staff Title: _____

Date Completed: _____

Section 2: Self-Assessment

Please attach additional sheets if necessary when answering the following questions:

1. What were your major achievements in the past year?
2. Who are your primary customers and how well have you served them this past year?
3. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.
4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.
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 evaluation meeting:

- 1.
- 2.
- 3.

Section 3: Signatures

We have discussed the Staff Member's Self-Assessment

Staff Member: _____

Date: _____

Supervisor: _____

Date: _____