**ANNUAL EVALUATION: SELF-REPORT**

**INSTRUCTIONS:** Please prepare a self-assessment that will be used in your evaluation; the period for this evaluation is the calendar year XXXX. Your self-assessment report should be thorough and well written. It should represent significant reflection on your part. This self-assessment, along with your supervisor’s observations and perceptions, will serve as the basis for your annual evaluation. Self-assessments, which should be no longer than ten pages, are due to the Board President by XXXXX.

You may select the format for your report, but be sure to address each area listed below. Absence of information about any area will be assumed to represent a lack of accomplishment for the evaluation period. Feel free to include other information that you deem pertinent to a thorough review and evaluation of your performance.

**ESSENTIAL FUNCTIONS**

Discuss how you addressed your job description functions over the evaluation period. Describe the quality of your work and what factors contributed to your success? Mention major accomplishments as well as how you learned from mistakes.

**LEADERSHIP**

Describe how you performed your leadership responsibilities this year; include areas such as strategic planning, resource stewardship, collaboration with other leaders, staff supervision, teambuilding, communication, and innovation. Talk about challenges that you faced and how you addressed those challenges.

**GOALS AND OBJECTIVES**

List the goals and objectives that you and I set for XXXX. Describe the broad outcome (Accomplished, Partially Accomplished, Postponed, or Canceled) and provide details for the outcome. For example:

1. Recruit and hire a Director of the Disability Resource Center.

* **Accomplished –** This was a key position to fill given the role this office plays and potential liability for the university if student rights were violated. A nationwide search was conducted and I selected Bryan Hilbert as the new Director.

What goals (specific and measurable) do you propose for next year? These goals, along with those from your supervisor and your professional development goals, will become the framework for your self-assessment and evaluation next year.

**PROFESSIONAL DEVELOPMENT**

Discuss the progress made on your professional development plan for XXXX. Summarize your professional development activities and how you were able to apply them to your work. What are your strengths that you want to build upon and how will you do this? What are the areas of your performance (behaviors and results) on which you could improve? Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skills? In what ways can your supervisor help in your job performance and/or career development?

Highlight any special recognition you received during the year. Describe your contributions to the profession and/or ways you provided leadership to a professional organization if applicable.