

SELF-APPRAISAL INSTRUCTIONS

These instructions will help you navigate the sections of the evaluation form; they follow each section of the form in order. All sections of the form are required. Your supervisor may provide you with further direction which could supersede or require more than the instructions listed below.

Provide an overall evaluation summary for the review period:

- Provide a synopsis for the review period (1/1/2014-12/31/2014).

Part 1: Instructions for Completing Duties and Responsibilities

- Copy and paste the essential duties of your position description by utilizing PeopleAdmin 7. Select a rating and enter the percentage of time associated with each essential duty. Click on the link embedded in the evaluation form for instructions to access your position description if necessary.

Part 2: Significant Accomplishments

- List any major projects or tasks you completed during the review period (1/1/2014-12/31/2014).

Part 3: Performance Factors (Strengths & Opportunities for Improvement)

- For each competency, select a rating. Should you choose Exceeds Expectations, Needs Improvement or Unacceptable, you must provide a comment in support of your rating.
- VII. Supervisory Skills: You do not need to complete this section if you do not supervise anyone.

Part 4: Performance Plan

- Past Goals: Provide an update of your accomplishments for each past goal in the box provided.
- Establishing New Goals: At least one new goal is required for each employee. However, you do not have to provide a weight to your new goals unless you so desire.
- Ames Lab Required Training: All required Cybertrain modules should be completed and supervisors will be provided an updated copy of your training report to review.
- Development Plan: List any professional development or leadership opportunities that you would like considered in this area.
- Employee Comments: Optional.
- Overall Evaluation Rating: Not Applicable (supervisor completes).