WARTBURG COLLEGE

Employee Self-Appraisal Form

**Name:**

**Self-appraisal for the year reviewed:**

The performance appraisal process involves two-way communication between you and your supervisor. To assist your supervisor in accurately assessing your achievements and performance over the past year, please complete the following questions with as much detail as possible. Remember to connect your achievements and performance to the Strategic Plan. This form can be handwritten or completed electronically. You may complete this form during your normal work schedule.

1. Highlight as specifically as possible your achievements and accomplishments during this review period. Your comments could be related to the performance factors, your goals, your development activities, or any other work-related achievement.
2. In what area(s) do you feel you could benefit from additional support, structure, or direction? Specifically, what can your supervisor do to support you in terms of your own career growth and development?
3. What performance goals for the upcoming review year would you like to discuss with your supervisor? Identify areas where you would like to improve your personal performance or the effectiveness of the department or College.
4. Please provide additional feedback or insights about your work experience or career development opportunities at Wartburg College.

Thanks for participating in the performance review process.

Signature Date