



## SOUTHERN UNIVERSITY BATON ROUGE Self-Review Worksheet

Evaluation Period: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

As part of the Performance Excellence Program, you and your supervisor will engage in an annual Performance Review discussion. Prior to this meeting, your supervisor may ask you to complete this self-review worksheet or you may choose to do so in order to better prepare for the discussion. The purpose of this documentation is to facilitate two-way discussion between you and your supervisor.

1. List your key tasks and duties during the past year.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List any special accomplishments you achieved during the last year.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List goals you completed from the previous year. (Or refer to your Goal Setting & Development Plan.)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

4. List any training or other learning opportunities you completed during the year. (Or refer to your Goal Setting & Development Plan.)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

5. List any obstacles you encountered in accomplishing your job responsibilities during the review period.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

6. What can your supervisor do to better assist you in your position or in accomplishing your goals?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(This report has been discussed with me. I understand that my signature does not necessarily indicate agreement; I can make my disagreement, if any, known by a written communication to my immediate supervisor, with a copy to the Human Resource Department.)

Reviewer \_\_\_\_\_ Date: \_\_\_\_\_

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources \_\_\_\_\_ Date: \_\_\_\_\_