



Classified Staff Performance Appraisal

Office of Human Resources
100 College Park Building
Bowling Green State University
Bowling Green, Ohio 43403
(419) 372-8421
Fax: (419) 372-2920

Employee Self-Appraisal (To be completed by the employee)

Name _____ Position Title _____
Department _____ Supervisor _____

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

1. What were your major achievements in the past appraisal period?
2. Who are your "customers" and how well have you served your customers during the past appraisal period?
3. Are there areas of your performance in which you could improve? No _____ Yes _____
If yes, please describe.
4. Are there additional skills, resources or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? No ___ Yes ___, please list.
5. What *goals* (i.e., specific final outcomes to be attained) and *objectives* (i.e. specific steps to be taken to reach goals) do you expect to accomplish during the next appraisal period?
6. List the subjects you would like to discuss with your supervisor during your performance appraisal:

We have discussed the Employee Self Appraisal.

Employee _____ Supervisor _____

Date _____ Date _____