



**TWU
PERFORMANCE
DEVELOPMENT**

Employee's Name: _____
Title: _____
Supervisor: _____
Department: _____
Review Period: _____

**Self Appraisal Form
Classified Staff**

A. Goals

1. Please review your individual goals and provide detail about the goals that were accomplished. If a goal was not accomplished please provide an explanation.

B. Job Definition

1. Please note any significant changes, if any to your responsibilities during the performance review period.

C. Accomplishments

1. List your most significant accomplishments or contributions during the review period. How have these accomplishments or contributions helped you achieve or progress your goals during the previous review period?

2. During the review period, have you performed any additional duties or participated in other activities or service outside the scope of your regular responsibilities at TWU? If so, please specify.

3. Describe professional development activities that you have participated in during the review period (e.g., offsite seminars/classes, onsite training, peer training, on-the-job experience, exposure to challenging projects).

4. Have there been any special circumstances that have helped or hindered you (personally or professionally) in your position during this review period? If yes, what were the circumstances and how did they affect your work?

Additional Comments:

Employee's Signature

Date