

ADELPHI UNIVERSITY SELF APPRAISAL FORM

NAME: _____ DEPARTMENT: _____

REVIEW PERIOD: **APRIL 1, 2017 – MARCH 31, 2018**

Do you have a current copy of your job description? _____ (Yes or No)

Please complete the following areas:

- 1. Accomplishments:** Describe those accomplishments of the past year in which you take most pride. If applicable, include steps taken toward advancing diversity and inclusion on campus.

(Enter comments here.)

- 2. Competencies:** What are your skills and competencies as they apply to your job. Describe any skills and/or competencies you have developed, especially this year. Also include any online or in person training attended.

(Enter comments here.)

- 3. Development Needs:** What are the professional development areas in which you believe you need to grow.

(Enter comments here.)

- 4. Can you identify any improvements you would like to make in your performance in the coming year? What assistance do you need from your supervisor and colleagues to make these improvements?**

(Enter comments here.)

- 5. Identify any goals and/or objectives you would like to make in support of the strategic plan for the upcoming year. This should include those in support of *MOMENTUM: The Strategic Plan for Adelphi University 2016 – 2021*. (<http://strategic-plan.adelphi.edu/>).**

(Enter comments here.)

Employee's Signature: _____

Date _____