



Self-Evaluation & Reflection

Employee Information			
Employee Name		Department	
Job Title		Manager Name	
Review date		Last review date	

Accomplishments and Effectiveness in Your Role
Describe your key accomplishments over the past year. Highlight how you met or exceeded job responsibilities, supported daily operations, improved processes, or contributed to departmental/College goals. Include specific examples or measurable outcomes where possible.

Challenges and Opportunities for Improvement
Identify areas where you faced challenges or where improvements could be made. Reflect on what you learned and outline the steps you plan to take to strengthen your performance, efficiency, communication, or skills in the coming year.

Contribution to the College Community and Mentorship

Explain how you supported the College community as part of or beyond your core duties. This may include providing excellent service to students, faculty, and colleagues; participating in inclusion efforts; supporting sustainability initiatives; serving on committees; assisting with events; or engaging in service. Where have you sought advice or provided mentorship?

Professional Development and Career Growth

Discuss your professional development efforts during the year and identify opportunities that would help you develop in your role and prepare for future responsibilities. This may include training, certifications, cross-department learning, mentoring, or additional resources or support from the College.