ADMINISTRATIVE PROFESSIONAL PERFORMANCE APPRAISAL

Name: ____________________________
Title: ____________________________
Supervisor: ________________________
Department: _______________________
Appraisal Period: ________________
Date of Interview: ________________

ADMINISTRATIVE PROFESSIONAL SELF-EVALUATION PORTION

Please provide a self-evaluation of the following aspects of your performance. Use bullet items, or narrative. Consider your personal performance as well as the progress of project(s) you work on. You may use this form, or if more space is needed, please use this format.

A) Significant accomplishments in the past year (compare to previous year’s goals when applicable).

B) Areas of your position in which you feel particularly competent and areas in which you need improvement.
   
   Strengths:
   
   Improvements:

C) Identify professional goals/objectives for the coming year. Include specific steps to obtain those goals
   where applicable.

D) Aspects of this position which might be modified to the mutual benefits of the employee, project and/or the department/work area.

E) Other activities in the department, college, university or external to the university.

F) Employee Narrative
SUPERVISOR COMMENT SECTION

Supervisor: Provide a full and completed summary of the appraisal interview, including comments regarding the AP self-evaluation portion of this process.

Signatures

Employee: __________________________
Supervisor: _________________________
Department Head: __________________
Dean of Engineering: __________________

"Signature of employee acknowledges only that the appraisal was discussed with the employee. It does not imply agreement or disagreement with the appraisal. The employee may attach a separate sheet addressing any disagreement with this appraisal."