

BARNARD COLLEGE
Administrative/Confidential Employee Self-Evaluation⁽¹⁾

This self-evaluation will help prepare you for your performance appraisal with your manager. The purposes of the College's performance appraisals are the following:

- to foster collaboration among supervisors and their staff,
- to assess progress toward the goals & objectives established by and for the staff member,
- to explore issues related to the staff member's performance competencies, professional growth and development,
- to determine eligibility for salary increases and/or promotional opportunities.

Please give this completed self-evaluation to your manager several days in advance of your performance appraisal meeting.

1. Accomplishments. In summary, describe those accomplishments of the past year in which you take the most pride.

2. Competencies. What are your key skills and competencies as they apply to your job? Describe any skills and/or competencies you have developed, especially in the past year.

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

(See reverse)

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 manager and colleagues to make those improvements?

5. **Goal List.** During this next year, what would you most like to achieve for yourself, your department or division, the College? What do you need to accomplish these goals?

Goal	Need

Administrative/Confidential Staff Member	Title
Department	Date

⁽¹⁾ If an employee does not wish to complete a self-evaluation, it is not required. In that instance, the manager and employee may want to use the form as an outline to guide discussion during the performance appraisal.