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Self-Assessment Report for UUP Professional Staff

Employee’s name:       Date submitted to evaluator:

Office/Department       Campus Title:

Evaluation Period: From       To:

Initial Appointment date:

Immediate Supervisor/Title:

1. Please provide below, major accomplishments achieved over the period of your current performance program.

1. Review the objectives previously defined in your performance program and provide a summary of the outcome and status for each objective (please provide supporting documentation, where applicable, related to objective accomplishment).

1. Please describe any changes /obstacles encountered that impacted your ability to achieve the elements of your performance program.

1. Identify areas you would like to improve upon that can have a positive impact for you and the department;  including long-range career objectives that may move you forward in growth and professional development while at Geneseo.

1. Identify three to five new objectives that you recommend for the next performance program cycle.  When drafting goals, please use the SMART method, to ensure they are Specific, Measurable, Achievable, Realistic, and Time-bound.

1. Provide any additional information not reflected elsewhere on your Self-Assessment form that you believe is beneficial in describing your performance over this past year.

**The Self-Assessment is for informational purposes only and shall not be included as part of the formal Performance Evaluation document entered into the employee’s Official Personnel File.**