



Performance Review – Self Evaluation Form

Name: _____

Department: _____

Date: _____

In preparation for your performance review meeting with your supervisor, please take some time to consider the following questions. The completed form should be given to your supervisor at least a week before the scheduled meeting.

1. Please indicate at least three things you did over the past year that you feel supported or added to the mission and values of Molloy University.

2. Compare your actual work to your written job description. Do you feel your written job description is an accurate reflection of your day-to-day work and responsibilities? Please explain.

3. What obstacles or barriers exist that prevent you from accomplishing your work? Please list any possible solutions to overcome these obstacles that you consider.

4. List the professional development programs you participated in over the past 12 month period. Are there additional tools, training or development activities that, if provided, would enhance your job performance and improve the quality of work for the department? Please describe.

5. What skills or areas of interest do you have that you feel are not being fully utilized?

6. What can your supervisor or the overall division leadership do, to better support you in your position?

7. What are your objectives going into the next year (e.g., personal, professional)?

8. Please reflect on your performance over the past year and share any accomplishments that stand out for you.