

 **University of Missouri**

**Staff Performance**

**Self-Appraisal**

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| **Last Name:** |  | **First Name:**  |
| Type of Appraisal: [ ]  Annual [ ]  Probationary [ ]  Qualifying [ ]  Other (Please Explain):       |
| Job Title:       |  | EMPLID:       |
| Department:       |  | Appraisal Period:       |
| Supervisor:       |  | Appraisal Date:       |

Your thoughts about your job performance and work environment are an important part of our Performance Appraisal Process. Complete any or all of the following questions and provide it to your Supervisor or Manager ahead of your scheduled performance appraisal. Use additional paper as needed.

1. What do you consider to be your major accomplishments during this appraisal period?
2. Describe the areas where your performance can be strengthened. Are there any obstacles you face in successfully accomplishing your duties and responsibilities? What do you feel it would take to strengthen your performance and remove these obstacles?
3. What goals and priorities would you like to set for your career development? Indicate any training or development that you need to accomplish your goals.
4. What direction, support or resources can your supervisor or manager provide to help you be successful in your position?
5. Additional Comments: