Columbia **Law School**

Employee Self-Assessment Form

2019-2020

A Self-Assessment is an employee's evaluation of their own performance during the specified performance period. The purpose of the Self-Assessment is to have the employee think about, and give serious consideration to, how they performed in meeting expectations.

Review Period: _____ Date Completed:_____

Name:_____ Title:_____

Department:_____ Supervisor:_____

Based on your job description and current work assignments, please answer the following questions:

1. Please list your most significant accomplishments or contributions during this review period.

2. Describe any factors, positive or negative, that may have helped or hindered your ability to meet both your formal and informal goals.

3. Have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

4. What skills do you have that you feel could be used more effectively?

5. Describe the areas you feel require improvement in terms of your professional development or the development of your unit. List the steps you plan to take and/or the resources you need to accomplish this.

6. List two to four of your career goals for the coming year and indicate how you plan to accomplish them.

Please use this space to provide any additional comments. If necessary, attach additional sheets.