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| **Sarah Lawrence College****Employee Self-Assessment Worksheet** |  |
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| **Name**  |  | **Supervisor**  |  |

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*This form is for completion by employees to assess their own performance, to provide input into setting future goals, and to identify professional development opportunities. Once completed, please provide this form to your supervisor for consideration.*

1. **List your goals from your last performance evaluation and list the results. In the case that no formal goals were set, please list your highest priorities during the past year.**

1. **List your job-related strengths and how you have applied them to your current job.**
2. **List specific goals that you would like to accomplish in the next review period.**
3. **List areas of training and development that you are interested in receiving in the next year. Indicate how these interests would be applied to your current job responsibilities.**
4. **List areas of your job performance that you would like to improve and why.**
5. **What can your supervisor do to support you in being successful in your role?**

1. **List other information that you would like to have considered in your performance evaluation and why.**

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| Employee Signature | Date | Supervisor's Signature | Date |