

**Samford University
Employee Self-Assessment and Goals**

Employee's Name _____ Title _____

Supervisor's Name _____ Department _____

Assessment Period _____

1. Describe your goals/areas of emphasis for the past year. _____

2. List your significant accomplishments from the past year. _____

3. What were key obstacles in accomplishing your job responsibilities? _____

4. What goals do you have for the next review period? _____

5. What support do you need to achieve these goals? How can your supervisor assist you in this area? _____

6. What can your supervisor do to more effectively recognize your contributions? _____

7. In what areas would you like to grow and develop? What are your strategies for achieving this? _____
