**University Staff Self-Evaluation**

System Administration Employees only

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Cycle Dates: Feb. 1 to Jan. 31**

*Please return this completed Self-Evaluation to your supervisor.*

1. What do you consider your most significant accomplishments, contributions, and duties that you performed the best or improved upon during this performance period? How did you feel these contributed to the success of the organization? What factors supported these accomplishments/success?
2. Since your last evaluation period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
3. What activities have you initiated, or actively participated in, to encourage camaraderie and teamwork within your group, the department, and / or the CU community?
4. What, if any, were the major obstacles that made it difficult for you to perform your job? Were you able / not able to overcome those? Please explain.
5. Describe areas where you would like to develop in terms of your professional capabilities. List the steps you plan to take and / or the resources you need to accomplish this.
6. What are your long-term (next 3-5 years) career objectives? What support can be provided to support you in accomplishing these objectives?