



BROWN

Employee's Name:	
Job Title:	
Department:	
Supervisor:	
Performance Period:	
Date of Self-Appraisal:	

Self-Appraisal

A best practice in preparing for your annual performance evaluation is to take some time to think about your work this year. Consider situations where you successfully demonstrated the Brown core competencies of Job Knowledge, Work Product, Customer Focus, Dependability/Accountability/Professionalism, Collaboration/Teamwork, Communication, Commitment to/Demonstration of Inclusion & Welcoming of Diversity. If you supervise other staff as part of your responsibilities, consider when or how you demonstrated strong managerial and leadership competency.

Use this form to lay the groundwork for an open and reciprocal discussion with your manager. The goal of self-appraisal is to acknowledge one's own successes and failures and reduce some of the stress inherent in an evaluation process. Frank self-appraisal presents an opportunity to highlight your accomplishments but also to acknowledge situations where outcomes could have been improved, in order to learn from those experiences and continue to develop as a professional.

A successful performance conversation requires careful planning by both a manager and the employee, including openness from both parties in giving and receiving feedback, and as necessary redefining or adjusting performance goals. Your active participation in the annual review process will help foster an atmosphere of shared responsibility for success in your work.

1. List your most significant accomplishments for the current review period. Include any actions you took to suggest or implement change that led to improvement in your area, steps you took to gain a better understanding of your work in your department or at Brown, and collaborative efforts you were involved in that were especially successful. Also describe any positive feedback you received from your supervisor, colleagues and/or customers.
2. List areas where you would have liked to have accomplished more this review period but were unable to be fully successful. Include any critical assignments that you were unable to complete and reasons that your success was impeded. Consider any professional development goals you set for yourself or competency improvements you did not fully attain. Also describe any more critical feedback you received from your supervisor, colleagues and/or customers and include the circumstances that may have contributed to those challenges.
3. List anything you believe would help you to grow in your job or have greater job satisfaction. Include any professional development opportunities you would like to access, additional support or guidance from your supervisor you would like, or new projects you would like to undertake.

Employee's Signature:	Date:
Supervisor's Signature (Optional):	Date: