

UNIVERSITY OF MAINE SYSTEM  
**SALARIED EMPLOYEE SELF-ASSESSMENT**

Name: \_\_\_\_\_ Emplid: \_\_\_\_\_

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1. What changes, if any, are needed to make your job description accurately reflect your current responsibilities?
2. What were your most important achievements in your University position during the past year?
3. Is your current workload reasonable? What adjustments in workload would you suggest?
4. If you and your supervisor set goals and objectives for this year, comment on your progress in achieving them.
5. Have you participated in professional development activities this past year? If so, please list these activities. How have they helped you develop? What type of professional development activities would be most helpful to you?

6. What do you suggest for goals in the upcoming year?
  
  
  
  
  
7. How can your supervisor help in your performance and personal and professional development?

The following questions are optional. Your responses will be helpful to the University if you wish to respond. Please respond on a separate piece of paper, which will not be placed in your personnel file and will not be part of your assessment, unless you so wish. If you wish these responses to be placed in your personnel file, check here.

8. Do you feel that certain aspects of the University's structure and management particularly enhance or hamper your job activities? (Please cite positive or negative conditions which are particularly important to you.)
  
9. Overall comment (a short statement of your overall experience as a University employee during the past year.):

Employee name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_