|  |
| --- |
| This form allows the staff to evaluate their own performance and identify their strengths and areas for improvement. Each criterion is scored on a scale of 1 (very poor) to 5 (very good) and comments can be added. |

|  |
| --- |
| **General Information** |
| **Name Surname** |  |
| **Position / Title** |  |
| **Unit** |  |
| **Evaluation Period** |  |

|  |
| --- |
| **Evaluation Criteria** |
| **Criteria** | **Definition** | **Score (1- 5)** | **Comments** |
| Task Performance | My level of performing my duties effectively and on time. |  |  |
| My Areas of Improvement | My effort to identify and meet my own development needs. |  |  |
| My Contribution to the Institution | My level of contribution to corporate goals and objectives. |  |  |
| Professional Development | My participation in training, certifications and academic activities. |  |  |
| Communication and Collaboration | My level of collaboration with colleagues and administrators. |  |  |
| Problem Solving | My ability to find solutions to the problems encountered. |  |  |

|  |
| --- |
| **Overall Self-Assessment and Feedback** |
|  |

|  |
| --- |
| Personal Development Plan |
|  |