

University of Detroit Mercy
Performance Communication System (PCS)

Employee Self-Assessment Worksheet

Please complete this worksheet in preparation for your performance discussion with your supervisor. This worksheet will be retained by your supervisor and will not be a part of your file in Human Resources.

Name: _____ Date: _____

Title: _____ Department: _____

1. Upon reviewing your job responsibilities, describe how you fulfilled the expectations of your job.

2.
 - a. List your contributions to achieving the overall goals of your department/division.

 - b. List how you achieved your individual goals. If you did not achieve them, state why not?

3. Describe your contributions to improving customer service/satisfaction in your department and to the University (consider Performance Expectations and Behavioral Competencies).

4. How did you contribute to and support the University Mission and Identity? Please select three from the following list as a starting point: Research, Teaching, Service, Catholic, Jesuit & Mercy, Urban, Student-Centered. (Visit <http://www.udmercy.edu/mission/> for assistance.)

5. List exceptional contributions and/or those beyond the scope of your job you have made to your department since the last performance discussion.

Employee Self-Assessment Worksheet, cont.

6. List areas of your performance you would like to improve.

7. Identify notable obstacles you encountered in accomplishing your job responsibilities since the last performance discussion (if applicable) and some possible solutions.

8. Identify any ideas that could improve your job, work area, or department.

9. Describe what actions you took toward your development since the last performance discussion (if applicable).

10. What areas do you need (want) to develop? How will you achieve this?

11. What can your supervisor do to better assist you in your position and in your development?

12. Add any additional information that you wish to have considered. (Attach separate sheet if needed.)

Signature: _____ Date: _____