



SHRA Employee Self-Appraisal

ANNUAL PERFORMANCE APPRAISAL CYCLE (Dates From/To):			to	
Dept. Name:		Employee Name:		
Today's Date:		Employee ID #:		
Supervisor Name:		Supervisor Title:		

Overview:

The purpose of this tool is to give an employee the opportunity to reflect and share the progress made on his or her institutional and individual goals prior to entering into a two-way off cycle review discussion and/or end of cycle review. For more information: <http://uncw.edu/d2la/FullCyclePerformance.html>

It is recommended that an employee submits the completed self-assessment tool to the supervisor 5-7 work days prior to any formally scheduled talent conversation. This will give the supervisor an ample opportunity to read and reflect on what the employee submitted and prepare for a meaningful two-way conversation.

Section 1: Institutional Goals Self-Appraisal Rating

Rate yourself on each of the institutional goals. General “meeting expectations” language can be found in the Performance Plan section of the Performance Appraisal. An [expanded version](#) is also available. Some departments may have a [calibrated version](#). Ask your supervisor for details.

#	INSTITUTIONAL GOALS (descriptions in performance plan)	Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
1	Expertise			
2	Accountability			
3	Customer-Oriented			
4	Team-Oriented			
5	Compliance & Integrity			
6	Leadership <i>(for supervisors)</i>			

Section 2: Institutional Goals Self-Appraisal Rating Rationale

For all goals rated “*exceeding expectations*” or “*not meeting expectations*,” please provide supporting evidence in the appropriate boxes below. Providing evidence for the goals rated “*meeting expectations*” is optional.

Goal	Rating	Evidence for Rating
Expertise		
Accountability		
Customer-Oriented		
Team-Oriented		
Compliance & Integrity		
Leadership (for supervisors)		

Section 3: Individual Goal Self-Appraisal Rating and Rationale

Review the descriptions of each goal in your performance plan or the optional [Individual Goal Setting Worksheet](#).

Insert the title of each individual goal from the Full Cycle Performance Plan into the table below and follow the same instructions given for the institutional goals section of this form.

#	INDIVIDUAL GOAL TITLES (descriptions in performance plan)	Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
1				
2				
3				
4				
5				

Goal	Rating	Evidence for Rating
1		
2		
3		
4		
5		

Section 4: Overall Comments

You can choose to leave this section blank, add overall comments regarding the current performance cycle, or respond to some or all of the [Talent Conversation Questionnaire](#).

Employee Comments

Thank you in advance for making the time to complete the self-appraisal. If you have any questions about the tool or the Full Cycle Performance process, please contact us at necem@uncw.edu or cunninghamo@uncw.edu.

To your success!

Molly & Olivia

UNCW HR Learning and Talent Development