****

**METROPOLITAN STATE UNIVERSITY OF DENVER**

**Employee Self-Evaluation Form**

Employees are encouraged to complete and submit to their supervisor a self-evaluation prior to the progress review and/or final evaluation meeting.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | Employee Name | | | **Date:** | Select Current Date | |
| **Check One:** | |  |  | | |  |

**Instructions:** Please describe your progress/ability to satisfy the individual performance objectives (IPO’s) established during the planning phase.

**CORE COMPETENCIES**

1. List the major initiative or efforts for your position this past year.
2. What key evaluation indicators or measures could you have done better during this past year?
3. Provide a list of key evaluation indicators or measures that are evidence of your success for this past year.

|  |
| --- |
| **Competency 1:** Accountability  Enter description of Accountability here. |
| **Competency 2:** Job Knowledge  Enter description of Job Knowledge here. |
| **Competency 3:**  Communication/Customer Service/Interpersonal Skills  Enter description of Communication/Customer Service and Interpersonal Skills here. |

**MAJOR JOB DUTIES**

|  |
| --- |
| **Job Duty 1:**  Describe Job Duty 1. |
| **Job Duty 2:**  Descript job Duty 2. |
| **Job Duty 3:**  Describe Job Duty 3. |
| **Job Duty 4:**  Describe Job Duty 4. |
| **Job Duty 5:**  Describe Job Duty 5. |

**PERFORMANCE GOALS**

1. List the major initiatives or efforts you foresee for your position in the coming year.
2. What goals would you like to accomplish in the coming year?
3. What type of professional development goals would you like to initiate?
4. Discuss how your supervisor or unit’s administrative team can support or assist you more effectively in accomplishing your plan.

|  |
| --- |
| **Goal 1:**  Describe Goal 1. |
| **Goal 2:**  Describe Goal 2. |
| **Goal 3:**  Describe Goal 3. |
| **Goal 4:**  Describe Goal 4. |
| **Goal 5:**  Describe Goal 5. |

Attach all relevant supporting documentation to uphold your position.