



CLASSIFIED STAFF SELF EVALUATION
 Arizona State University
Herberger College of Fine Arts

Date:

STAFF MEMBER NAME:		ASU I.D. No.	DEPT/COLLEGE:
TYPE OF REVIEW <input type="checkbox"/> Probationary 3 months <input type="checkbox"/> Probationary 5 months <input type="checkbox"/> Annual <input type="checkbox"/> Special		PERIOD COVERED:	DATE SCHEDULED:
JOB TITLE:		DATE OF HIRE:	SUPERVISOR:

This form is intended to help you identify the type and nature of work you prefer, and to help you think through and clarify in your own mind your personal goals and opportunities. Continue your answers on a separate sheet if necessary.

Do you understand completely your immediate supervisor's expectations of your position, and know the responsibilities assigned to it?

What were your strengths in terms of performance during the review period?

In what areas do you feel the need for improvement?

Your job assignments during the review period have been: Challenging. Not challenging.

Comments:

Your work load during this review period has been: Too light Just right Too heavy.

Comments:

What aspects of your work provide you with your greatest sense of satisfaction and achievement?

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What changes in your work assignments would increase your contribution to the department's needs and your sense of personal satisfaction?

List other positions, if any, which might interest you.

What are your immediate and/or long term career plans?

What training/development programs would improve your job skills and/or help prepare you for advancement?

How can your supervisor improve your effectiveness and the quality of the relationship you have with each other?

The University welcomes any suggestions or comments that you feel will improve the department and/or the University. Include such items as changes for more effective task performance, departmental activities that may be adopted throughout the university, and/or procedures which will enable you to better perform your job.

STAFF MEMBER'S SIGNATURE: _____ DATE: _____

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