**EHRA EMPLOYEE SELF-ASSESSMENT [REQUIRED]**

**For the period beginning May 1, 2016 and ending April 30, 2017**

**NAME:** **DATE COMPLETED:**

Self-Assessment, as part of the appraisal process, can help you to review the previous year’s achievements, to gain insight into the nature of your responsibilities, and to gain perspective of personal development and growth in your position. Many supervisors and employees have found regular attention to job and career goals useful and important to an accurate and helpful performance appraisal.

1. **Overall Performance during the last year**

Comment briefly on your performance. You may wish to do so in terms of any or all of the following criteria: job knowledge; working relationships; quality of work; quantity of work; dependability; organization and planning; communication skills; initiative; leadership; and optional category or categories on which you and your supervisor have agreed. You might also want to refer to last year’s goals. Include a brief list of professional activities, committee service, elected positions, etc. HSL employees may also attach a current Professional Activities Report.

* 1. What have you felt good about accomplishing in your job and in your time here
1. **Your Performance in the year to come**
	1. What performance goals would you like to set for the next year?
	2. What changes or activities will you undertake to meet these goals?
	3. What can your supervisor, your fellow workers, and/or the Library do to assist you in meeting these goals?
2. **Your Career Goals**
	* 1. What are they (long and/or short term)?
		2. What will you do in the next year to move toward them?
		3. What opportunities for development would you like to have that go beyond your current role?
3. **Progress toward reappointment/promotion in rank (*For ranked positions only*)**
	* 1. What steps have you taken during this period of evaluation to prepare for reappointment/promotion?
		2. What are the next steps you hope to complete toward reappointment/promotion?
4. **Please describe if the principal responsibilities of your position have changed over the last year.** (If there has been a change, the supervisor and employee must complete a new Position Description form)
5. **General work-life questions**
	1. What kind of feedback would you like about your performance that you aren’t currently receiving?
	2. What talents, interests, or skills do you have that we haven’t made the most of?
	3. If you could change one thing about your job, department, or library, what would it be?