

**Navajo Technical University
Faculty, Exempt and Non-exempt
Employees Self Evaluation Form**

Employee Name	Department
Job Title	Date
Supervisor's Name	Title

TO THE EMPLOYEE: You are invited to complete this form as part of the Performance Review and appraisal process. Completion of this form is mandatory; however, you may chose whether or not it will become part of your evaluation package. You can complete all or part of this form as a means of opening dialogue and bringing certain accomplishments to the attention of your supervisor. **This form must be returned to your supervisor or to the Human Resources Department *one week* prior to your scheduled Evaluation – see Supervisor.** Please be sure to attach a copy of your Professional Development Plan and specify the activities completed. You can attach additional sheets to this form if necessary.

Would you like this form to be attached to the Performance Evaluation and filed in your official University personnel file? Yes No

1. Do you have any questions regarding your job duties and responsibilities as outlined in your position description?

2. What training did you participate in this year? In what ways was it helpful?

3. During the past year, what part of your work gave you the most satisfaction?
What areas has been a challenge?

4. Think about your work interactions at the University. What would help you work more effectively? Be Specific.

5. When you need direction or information, are you able to get the help you need? Give an example.

6. What do you feel were significant contributions you made to the University and your own personal development during the past year? Be specific.

7. Are there aspects of your job you feel you need to work on? What would help you to enhance your job performance?

8. What goals and objectives do you have for the coming year? What goals do you have for your personal development?

9. What training do you recommend Navajo Technical University bring to your campus site?

Employee Signature

Date

Reminder: Attach a copy of your Professional Development Plan.