**SCHOOL OF MEDICINE**

**Employee Self-Appraisal Form**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please take some time to respond to the following questions/requests and return to your supervisor by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_so that your comments can be taken into consideration when completing the annual performance appraisal form. If you have any questions about the self-appraisal process, please discuss them with your supervisor.

1. List and describe your accomplishments and successes during the past year.
2. List and describe any job duties or goals where you had difficulty. Include why they were difficult and what may have caused the difficulty. Be specific. Also, list what assistance/resources/mentoring might help you in getting these goals accomplished.
3. What training or development do you think would a) help you in performing your current job, or b) help you to develop in your career?

5. What specific goals can you set for the coming year to further enhance your contributions to the

Department? (See SMART Goals reference at http://hrg.stanford.edu/toolkit/)

6. What can your supervisor do to assist you in performing your job duties to the best of your abilities?