

**Samford University
Employee Self-Assessment and Goals**

Employee's Name _____ Title _____

Supervisor's Name _____ Department _____

Assessment Period _____

1. Describe your goals/areas of emphasis for the past year.

2. List your significant accomplishments from the past year.

3. What were key obstacles in accomplishing your job responsibilities?

4. What goals do you have for the next review period?

5. What support do you need to achieve these goals? How can your supervisor assist you in this area?

6. What can your supervisor do more effectively to recognize your contributions?

7. In what areas would you like to grow and develop? What are your strategies for achieving this?
