

Performance Review Self-Assessment (Short Form)

Employee's Name: _____ Date: _____

Job Title: _____ Location: _____

Supervisor's Name: _____

Annual Review Period: _____

Instructions:

Please complete and return this self-assessment to your supervisor by _____.

Your thorough and timely participation in the performance review process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. If you have been employed by Vanderbilt less than a year, substitute references to "since the last performance review" with "since you were hired" and answer the questions accordingly.

1. What were your major accomplishments for this fiscal year? How do these accomplishments align with your annual goals and university priorities?
2. In what ways have you and your team contributed to the priorities of the department?
3. How have you collaborated within the department and across the university?
4. How have you been supported in performing the key functions of your role? In what ways can you use additional support?
5. What are two professional goals (not solely tied to VU) that you want to work toward in the next year?

Thank you for taking the time to complete the Employee Self-Assessment



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Human Resources