**Self-Evaluation**

**Name:  
Department:  
Position:**

Based on your job description and current work assignments, please respond to the following questions:

*1. List your most significant accomplishments or contributions during this appraisal period.*

*2. Describe any factors, positive or negative, you feel may have helped or hindered in meeting your formal and informal goals and objectives this past year.*

*3. Have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please describe.*

*4. What skills do you have that you feel could be used more effectively?*

*5. In your opinion, how does the work you perform align with or support the strategic objectives of the College, and the Mission Statement?*

*6. Describe the areas you feel require growth in terms of your professional development. List the steps you plan to take and/or the resources you need to accomplish them.*

*7. After reading the Community Life Statement, are there any changes you could make to your work or suggest for the department that would enhance our community?*

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