Annual Self Evaluation/Review Preparation

Input from staff Member: Date:

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| --- | --- |
| Five **accomplishments** I'm most proud of in the past year and why. | 1.
2.
3.
4.
 |
| Three **goals** for the coming year that would make me feel successful and give me job satisfaction (include at least one stretch goal). | 1.
2.
 |
| **My job:*** What do I like most about my job?
* What do I like the least about my job?
 | Like most:Like Least: |
| I do my best work when I am able to…? I am able to do this daily, weekly, every now and then, or almost never? |   |
| What am I doing here at UC Berkeley/Haas and where am I going? Thoughts on **short- and longer-term career objectives.** | Short-term:Long-term: |
| Two areas of development where I would like some **coaching**. | 1.
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| Thinking about my **strengths*** How do they help me? (examples)
* How do they impede me? (examples)
 | Strengths (list):Help:Impede: |
| In 50 words or less, what **unique skills and value** do I bring to my work? |  |
| What additional **tools, resources and/or information** would help me be more successful in my work? |  |
| One thing **I wish my supervisor knew**, understood, or was aware of, about my work. |  |
| One or more **misconceptions** my supervisor and/or coworkers may have about me. |  |
| How well do I feel that I **understand the goals** **and objectives** of the School/University, and what is **expected of me** in my role? Why? |  |
| I **understand my role** within Haas and what is expected of me. |  |
| Three things the **organization could be doing better** (e.g., Campus, Haas, my department). | 1.
2.
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