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| **EMPLOYEE SELF-REPORT OF ACCOMPLISHMENTS**  As input to the evaluation process, staff members are to respond to the following items. The staff self-report should be submitted to the supervisor prior to the employee’s evaluation. | |
| **NAME:** | **DATE:** |

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| Job Expectations and Expected Outcomes |
| 1. **Primary job responsibility or expectation** |
| 1. **Second Job responsibility or expectation** |
| 1. **Third Job responsibility or expectation** |
| 1. **Fourth job responsibility or expectation** |
| 1. **Fifth job responsibility or expectation** |
| 1. **Sixth job responsibility or expectation** |
| 1. **Seventh job responsibility or expectation** |
| 1. **Eighth job responsibility or expectation** |
| 1. **Ninth job responsibility or expectation** |
| 1. **Specific goal/project not included in job description.** |

1. **List the major goals established by you and your supervisor for the rating period and describe your progress toward completion of each goal.**
2. **List other contributions and accomplishments during rating period.**
3. **List professional development activities that have enhanced your effectiveness.**
4. **Describe any skills or new knowledge you would like to develop to improve your performance for the next rating period.**
5. **Provide other information relevant to your job performance.**