

Ball State University
OPTIONAL EMPLOYEE SELF-EVALUATION FORM

Employee Name:
Employee Position Title:
Employee Department:
Supervisor Name:

Self-Evaluation Instructions

Complete the following prompts and return the completed form to your supervisor.

List completion of, or progress towards goals established last year:

List goals for the upcoming year (Include objectives or time frames for goal attainment):

List developmental goals (Include objectives and time frames for goal attainment):

List any special recognitions of which the evaluating manager may not be aware (can include honors, awards, leadership positions in professional organizations, presentations given during the past year, etc.):