



WESTERN NEW MEXICO UNIVERSITY

Self Performance Appraisal Form

Employee

Date Employed at WNMU:

Title

Date Employed at This Particular Job:

SS#

Period Evaluated to (mm/dd/yyyy)

Department

Evaluation Type: End of Probation Annual

Employee Status: Exempt

Non-Exempt

This is a self evaluation form to be filled out by non-academic staff only. Please fill out this Performance Appraisal Form prior to meeting with your supervisor for your appraisal interview.

I. My primary responsibilities listed in priority are as follows

a.

b.

c.

II. I have made the following progress towards establishing my goals and objectives:

III. My major strong points are:

IV. I need to improve on the following areas:

V. Some assistance I might need from my supervisor include

VI. General comments:

VII. The overall evaluation of my job performance is:

Above Average

Average

Need to Improve

Employee Signature

Date

Reviewed By

Date

Original Copy to Personnel Office