

MINNEAPOLIS COLLEGE OF ART AND DESIGN

EMPLOYEE'S LONG FORM EVALUATION Self-Assessment Worksheet

Employee's Name:

Current Position Title:

Department Name:

Supervisor's Name:

Evaluation Period: From: June 1, To: May 31,

KEY ACCOMPLISHMENTS:

Describe your key accomplishments in the past year against mutually understood goals and objectives for the position.

GROWTH:

Describe areas of development in the past year as it relates to you job performance.

DEVELOPMENTAL NEEDS:

If there are areas where you had difficulty helping your department meet its goals, what do you believe contributed to this difficulty and what are some possible solutions.

CAREER INTERESTS:

Indicate your career interests, including ideas on how to enhance or expand your responsibilities in your current position.

(OVER)

JOB UNDERSTANDING:

Do you have any questions about what is expected of you in your job?

Do you feel that you know how your job relates to the goals and objectives of your department?

DEPARTMENTAL COMMUNICATIONS:

In general, how do you feel about communications within your department?

SUPERVISOR FEEDBACK:

Completion of this section is optional. Your response is welcomed.

What can your supervisor do, as your coach, to create a climate that encourages your growth and development on the job?

What can your supervisor do to help motivate and assist you with attaining your professional as well as personal goals?

By what method, and what intervals, do you prefer to receive feedback from your supervisor?

What values would you admire in any supervisor?

DISCUSSION AREAS /COMMENTS:

Please indicate any specific areas you wish to discuss:

Are there any other comments regarding your job, your progress, or the college you wish to make?