



# Episcopal Diocese of Newark PERFORMANCE APPRAISAL

## SELF-APPRAISAL FORM

STAFF MEMBER NAME:		POSITION TITLE:	DEPARTMENT:	
REPORTS TO (TITLE):			DATE:	LAST REVIEW DATE:
EVALUATION PERIOD:	FROM:	TO:	EXEMPT	NON-EXEMPT

*This form can be completed on-line.*

*The self-evaluation process is designed so that you can evaluate your own performance and skills, set goals for the upcoming year, and highlight areas of concern. This will help you and your supervisor to have a frank and meaningful discussion.*

*A copy of this form should be retained by the employee's supervisor, a copy should be given to the employee, and a copy should be sent to the Finance Department for the permanent employee file.*

- 
1. What are the three best strengths that you bring to your position?
  
  
  
  
  
  
  
  
  
  
  2. What are three areas where you think you need development?
  
  
  
  
  
  
  
  
  
  
  3. How would you rate your performance over the past year (please explain)?
  
  
  
  
  
  
  
  
  
  
  4. What are your three most significant accomplishments in the past year?

