

II. Self-Appraisal Questionnaire and Professional Development Plan

Name: Employee Name Date: Self Evaluation Date

Please consider the following questions and be prepared to discuss your responses at your performance review. Think about your own personal performance, progress, and plans for future improvement, professional development and training.

A. Performance Review. *To be completed by the employee.*

1. What parts of your job are you doing well? Why is it going well for you?
2. Describe how you have supported MSCTC's mission and departments (or guiding themes, vision, etc.) over the past year. Is there anything you will change in the coming year?
3. Hindsight is 20/20. Describe a situation that occurred over the past year that you learned something from. What have you learned from this? How has it changed how you do your job?
4. Is there anything about your job that has changed since we last reviewed your position description? Do you anticipate changes in the coming year?
5. Do you have knowledge, skills, abilities, education or experiences that are not presently being used in your job? How could they be utilized in the future?
6. What additional tools, training or resources will help you perform better?
7. What can I, as your supervisor, do to better support your work?

Please bring your PD, with any changes that may be necessary, to your performance review.

B. Professional Development Plan. *To be completed by employee and supervisor.*

1. Identify goals and objectives for the next year that will improve the employee's skills or develop the employee professionally.
2. Identify specific work activities, to pursue during the next year that will assist in the achievement of the above goals.
 - a) Courses, certifications, workshops, etc.
 - b) Training/Conferences/Seminars

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c) Assignments/Experiences:
d) Other

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____