

**RESULTS SELF-ASSESSMENT WORKSHEET– EMPLOYEE PERSPECTIVE
(FOR SUPERVISOR REVIEW AND FILE)**

Name: Position/Title: Department: Date of Hampshire College Hire: Date Hired into Current Position:	Reviewer: Reviewer's Position: Review Period: Date Review Completed:
--	---

RESULTS ASSESSMENT – EMPLOYEE PERSPECTIVE

This section provides you with an opportunity to share with your supervisor your major achievements, unmet objectives, barriers that prevented you from achieving objectives, areas in which you could benefit from further professional development and additional supervisory support that would be helpful to you. This document will be maintained in your supervisor's file and will be used in the preparation of your Performance Review.

Major Achievements

List in summary form the major achievements accomplished during the evaluation period.

Key Expectations Not Met

List in summary form any important targets or performance goals identified by you, your supervisor or otherwise assigned that were not met.

Outstanding Performance

Describe specific instances of outstanding performance, if applicable.

Growth Opportunities

Describe opportunities to improve and strengthen skills and behaviors to meet or exceed position requirements.

Development Plan

Describe specific actions that can be taken to achieve the improvements needed as described under "Growth Opportunity" or elsewhere within the "Results Assessment."

Important Future Goals

Support and/or Communication Needed from My Supervisor

Additional Employee Comments

Suggested Constituent Contacts

Individuals who may provide helpful input regarding your performance during this evaluation period.