

**Clarkson University**  
**Self-Appraisal Evaluation Form**  
**Non-Exempt Employees**

---

Name \_\_\_\_\_ Performance Evaluation Period \_\_\_\_\_

Title/Dept \_\_\_\_\_ Supervisor \_\_\_\_\_

---

**Instructions:** Non-exempt employees are strongly encouraged (but not required) to complete this self-appraisal at the end of the evaluation period and give the form to their supervisor prior to the performance evaluation discussion.

Consider the following factors:

**Job Knowledge:** *Your overall knowledge and job skills related to assigned duties, responsibilities, policies and procedures as required for your position.*

Comments:

**Supervision Required:** *Degree to which you perform job duties as described for the position without a lot of instruction and/or monitoring by supervisor.*

Comments:

**Time Management:** *Your ability to use available work time efficiently in order to complete tasks/assignments on schedule as required for the position.*

Comments:

**Customer Service/Cooperation:** *Your ability to display courtesy and effectively interact with University community to deliver quality customer service.*

Comments:

**Initiative:** *Your determination, independence and ability to learn.*

Comments:

**Quality of Work:** *Are your assignments completed thoroughly and accurately? Do you exercise sound judgment in completing assignments?*

Comments:

**Team Work:** *How do you interact and communicate with co-workers and supervisor?*

Comments:

**Since your last performance evaluation, describe accomplishments and progress towards any goals set.**

**In what ways, could your supervisor assist you in gaining job knowledge or enhancing job skills? In what ways, could they assist in your professional development?**