**University of California, Los Angeles Self-Appraisal Form**

# Employee Name: Job Title:

**Department: Evaluation Period:** *From \_\_­­­\_\_\_\_\_\_ through \_\_\_­\_\_\_\_\_*

1. Summarize your major contributions to your department during this performance period. This may include accomplishments, assignments completed, reports, presentations, significant results, etc.
2. Did you encounter any challenges during this performance period and, if so, how were they addressed?
3. List any behaviors, knowledge, skills, or abilities that would help you be more effective in the next performance review period.
4. Write specific and achievable goals/objectives you would like to achieve during the next performance review period. The goal or goals should relate to improving the organization and individual performance improvement.