**Performance Self-Assessment for 2024**

**Employee Name: <Employee Name>**

**Employee Position: <Employee Position>**

*As part of this year’s exercise, please review your previous year’s performance review and assess completion of goals or development needs. If you have any questions, please discuss with your supervisor or call Human Resources (ext. 4301 or 4688).*

**Assessment of Key Accomplishments/Department Expectations:** *List specific and measurable accomplishments that support achievement of established goals for you or your department in your last documented review.*

**Strengths**: *Itemize your strengths and illustrate how your strengths impacted productivity, accomplishment of goals/objectives, etc. (e.g., if being detail oriented is identified as a strength, provide specific examples of how it was used to accomplish goals/objectives).*

**Professional Development Plans**: *We encourage you to identify those areas you would like to improve upon that can have a positive impact for both you and your department (e.g., training, seminars, increase skill set to enhance productivity, etc.). Describe in detail the action plan needed to attain development goals.*

**Career Interests**: *Consider this a long-range objective to assess your strategy for career development while at Hamilton College (e.g., further education, professional designation, etc.).*

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Employee Signature Date