

FORM PREVIEW

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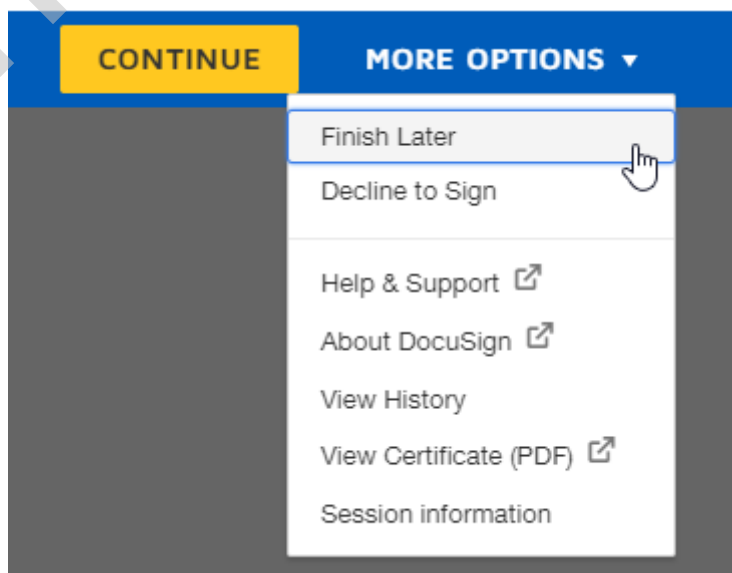
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Appendix C
Annual Self-Report due to Administrative Area Supervisor

Administrator: _____

Title: _____

Department: _____

Admin Area Supervisor: _____

Report Due:

☐ November 1st

☐ Provisional Evaluation

☐ Promotional Evaluation

This Self-Report is intended to provide an overview of the work you performed in the time period identified above. This Self-Report should highlight areas where you have achieved the core job responsibilities and aligned with the strategic goals of your department and division, as well as the institution. The Self-Report should note accomplishments, successes, and/or challenges; provide status updates on current projects, review completed projects or identify upcoming projects; and report on professional development attended. This Self-Report provides the opportunity for you to have an open dialogue with your supervisor to recommend process improvements, efficiencies, or other suggestions. Additionally, it is designed to identify areas where you believe you could use additional assistance or training to improve student experiences and to achieve strategic goals. Supervisors and administrators are encouraged to meet and communicate regularly and not only during the Annual Performance Evaluation process.

What went well/accomplishments/successes during this reporting period:

Challenges during this reporting period:

Project update, planning, or review during this reporting period:

Professional development activities – seminars, lunch & learns, lectures, etc. – attended during this reporting period (optional):

Process improvements, efficiencies, or suggestions:

Needed areas of assistance or training:

Date Submitted

Signature of Administrator

Date Received

Signature of Administrative Area Supervisor