 Performance Appraisal Addendum

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| **EMPLOYEE SELF-ASSESSMENT** | | | | | | | | | |
| This addendum is for employees who do not have access to a computer. The supervisor should print and furnish the addendum to the employee so they can complete the self-assessment portion of the review.  **Instructions**:  When the employee has completed the self-assessment, they will need to return the addendum to their supervisor who will then attach the addendum to the Performance Appraisal form. | | | | | | | | | |
| **EMPLOYEE INFORMATION** | | | | | | | | | |
| Name: | Enter name here | | | | | Title: | Enter title here | | |
| Dept.: | Enter department here | | | | | UC Hire Date: | | Enter UC hire date here | |
| Review Period: | | *From* | Enter from date | *Through* | Enter through date | | | |

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| **SELF-ASSESSMENT** |
| In the Self-Assessment section below, the employee comments on the following:   1. The extent to which goals agreed upon for this review period were achieved. 2. Major accomplishments for this review period, e.g., proposals, assignments completed, reports, presentations or other significant and/or high-quality results and achievements. 3. Special recognition received during the review period. 4. Problems or constraints that influenced the employee’s performance during the review period, if applicable. |
| **Employee enters self-assessment comments here**: *(If additional space is needed, please use the backside of the sheet for additional comments)*  Enter self-assessment comments here |