



Staff Employee Self-Evaluation

Employee's Name	Department
Job Classification	Supervisor's Name
Date	Supervisor's Title

TO THE EMPLOYEE: You are invited to use the lower portion of this page, and additional sheets as necessary, to list any information which you believe should be considered by the Evaluator when assessing your performance. You may choose to cite specific accomplishments, unusual circumstances, changes in your assigned duties and responsibilities, and any other relevant information. In addition to the job functions listed in the certified position description (HR120), the respective staff performance evaluation forms will focus on the following categories:

Staff Employee Performance Evaluation Form (HR138) is used for UAPD (Unit 1), CSUEU (Units 2, 5, 7, 9), SETC (Unit 6), SUPA (Unit 8), and Confidential (C99) Employees and measures the following categories:

Job Knowledge, Quality of Work, Problem-Solving, Organizational Skills, Teamwork, Flexibility and Adaptability, Interpersonal Skills, and Supervision of Others.

Report of Employee Performance Form (HR140) is used for APC (Unit 4) Employees and measures the following:

Quality of Work, Quantity of Work, Professional Judgment, and Contributions to Campus/CSU/Community.

It is not necessary to detail every aspect of your assignment, nor is it necessary to document information already known to the Evaluator.