**UNIVERSITY OF WYOMING**

**SELF-EVALUATION/PERFORMANCE REVIEW FOR**

**ADMINISTRATIVE-AT-WILL POSITIONS**

Period of Evaluation: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic or Administrative Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART I: Employee Self Evaluation** — Summary of performance in principle areas of responsibilities and accomplishments as related to the evaluation period and the projects and activities established. Include an analysis of your level of success in reaching agreed upon goals. Use additional sheets as needed (limit of 5 pages).

**Leadership Activities**

Include reflections on ways you have fostered: (1) the delivery of results associated with the goals of your functional area and division, (2) collaboration and problem-solving within your unit and with other units and programs, (3) building trust, both internally and externally, (4) internal and external communications (e.g. news items, website content, events, retreats, etc.), and constituent service, and (5) your own professional development as a leader and enhancement of functional knowledge and skills.

# Key Accomplishments

You may want to address key accomplishments in the areas of the competencies listed in the Annual Evaluation Form, along with other areas as identified below:

 (Insert proposed list)

# PART II: Future Goals Statement

Provide a list of 3-5 major goals for the upcoming year (bullets) that are congruent with the unit and college/division strategic plans.

# PART III: Reflection on Divisional Support

Reflect on ways that your Divisional VP and staff can help you advance your unit and your own career goals.