**Staff Self-Assessment**

 The performance appraisal is an important time when we meet to discuss and support your contribution to the bookstore. Our success depends on each of us fulfilling our mission by performing our work with excellence, obtaining the resources we need, and having opportunities to reflect on how we can best use our skills ... to make the bookstore an even better place to work and shop.

When you reflect on your work, please consider these factors:

Work quality - Accurate, thorough, and professional

Knowledge - Proficient in everyday tasks, yet seeks new knowledge

Organization & Resourcefulness - Organizes tasks, seeks resources and uses good judgment to reach positive outcomes

Communication & Interpersonal Skills - Shares knowledge with others, listens and learns from others as well, communicates clearly and accurately

Dependability & Consistency - Takes personal responsibility to be on time, takes initiative and follows through on tasks and projects

Service - Collaborates with colleagues and helps create positive work environment and enjoyable customer experience

**Please complete the following:**

1. Describe your accomplishments during this appraisal period.
2. Are there any obstacles that stand in the way of performing your work? Do you feel there are any areas where training would be helpful?
3. What skills and talents would you like to use in your work at the bookstore?
4. What personal goals would you like to set for this next period? What would you like to improve? What would you like to learn? What would you like to accomplish?
5. How can we make the bookstore a better place to work?
6. What can we do to make the bookstore a better place to shop?

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_