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❖ **KENYON COLLEGE** ❖

***Exempt Administrative Personnel  
Self-Evaluation Worksheet***

***The performance evaluation process is designed to:***

- *Encourage constructive discussion*
- *Improve your job understanding*
- *Promote more effective job performance*

*Your performance evaluation is scheduled to be completed soon. To make your evaluation more productive, you should think about what you do best and what you would like to improve about your job performance. The evaluation process is also intended to enhance job understanding and competency, to facilitate mutual goal setting, to encourage motivation toward higher objectives and to improve the lines of communication.*

*The questions on this worksheet are designed to stimulate your thinking and to help you prepare for your annual performance evaluation. Although its use is optional, we would encourage you to complete the form. Your self-evaluation worksheet and/or your completed self-evaluation will be included in your central personnel file.*

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***Major accomplishments and significant contributions made during the past year:***

***Significant job related strengths and weaknesses:***

***Describe how prior year goals and objectives were or were not attained and why:***

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***Goals and objectives for the coming year:***

***Describe specific plans for achieving the stated goals/objectives:***

***Additional comments:***

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***Employee Signature***

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***Supervisor Signature***

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***Date***

