EPA non-faculty performance evaluations are required annually and should be prepared and delivered in the late June timeframe of each year. The intent of this form along with your work/performance plan is to provide information from which you and your supervisor, working together, can create goals and action plans. Complete and turn in this form prior to the annual performance review with your supervisor.

**Employee Name:**  **Date:**

**Part I:** Position Description: Briefly answer the following set of questions regarding the position(s) you have held during the past year:

1. What do you consider to be your main job responsibilities?
2. Which responsibilities do you perceive as most critical?
3. Have any new responsibilities been added or removed from your job?
4. Have there been any special circumstances that have helped or hindered you in doing your job?
5. What would help you to do your job better and provide greater job satisfaction?

**Part II**: Accomplishments, Strengths and areas for improvement:

1. Define your most significant accomplishments, contributions and/or successes during the past year.
2. Have you performed any new tasks or additional duties outside the scope of your regular responsibilities?
3. Describe any job duties or goals where you had difficulty. Include why they were difficult and what may have caused their difficulty. Also, identify what assistance/resources/mentoring/training might have better prepared you.

Employee Signature: Date: