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| **Employee Name:**  Click or tap here to enter text. | **Date of Self-Reflection:**  Click here to enter a date. |
| **Employee ID:**  Click or tap here to enter text. | **Period Covered:**  June 1, 2023 – May 31, 2024 |
| **Job Title:**  Click here to enter text. | **Employment Status:** Regular Contingent II  Exempt:  Non-Exempt |
| **Department:**  Click here to enter text. | **Supervisor/Reviewer Name:**  Click here to enter text. |

**Step One:** **Review:** To complete this form, gather and review supporting documentation. This may include: the position description form, new hire probationary reports, past performance evaluations, self-reflections, etc.

**Step Two: Performance Description:** Complete the following sections using the supporting documentation above.

| **Section I: Narrative of job performance:** Using the position description and goals from the previous year, evaluate your overall performance during the review period. |
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| Click here to enter text. |

| Section II: Areas of development: Provide specific examples to support. (Example: What areas did you struggle in? What opportunities did you seek to overcome these struggles?) |
| --- |
| Click here to enter text. |

| Section III: Areas of strength: Provide specific examples to support. (Example: How did you use your strengths to meet your goals?) |
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| Click here to enter text. |

| Section IV: Professional development: Describe the professional development you participated in over the last year. |
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| Click here to enter text. |

## Section V: Upcoming Review Cycle: What are your expectations for the upcoming evaluation period?

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| Click here to enter text. |