**Willamette University**

**PERFORMANCE CONVERSATIONS - SELF-ASSESSMENT**

**NAME:**

**DEPARTMENT:**

**POSITION:**

**DATE:**

*As part of Willamette’s performance review process, we ask you to identify three things you feel you do really well, and three things that you feel you can improve upon. In the coming year, you should plan to work together with your supervisor to find ways to better utilize agreed-upon areas of strength, as well as find ways to improve in areas where you agree you can do better. The idea of “three things” recognizes that we are more successful when we narrow the focus of our efforts.*

**THREE THINGS I DO REALLY WELL**

Name and briefly describe three things you do really well, that result in positive contributions to Willamette University.

1.
2.
3.

**THREE THINGS I CAN IMPROVE UPON**

Name and briefly describe three things you know you can improve upon in the coming year.

1.
2.
3.

**THREE ACTION PLANS**

Identify three things to work on this year in better emphasizing or capitalizing on your strengths, as well as things you can do, or your supervisor/department/Willamette can do, to help you improve in the areas where you need improvement.

1.
2.
3.

**DISCUSSED WITH SUPERVISOR**:

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_