

University of Detroit Mercy
Performance Communication System (PCS)

Employee Self-Assessment Worksheet

Please complete this worksheet in preparation for your performance discussion with your supervisor. This worksheet will be retained by your supervisor and will not be a part of your file in Human Resources.

Name: _____ Date: _____

Title: _____ Department: _____

1. Upon reviewing your job responsibilities, describe how you fulfilled the expectations of your job.

2.
 - a. List your contributions to achieving the overall goals of your department/division.

 - b. List how you achieved your individual goals. If you did not achieve them, state why not?

3. Describe your contributions to improving customer service/satisfaction in your department and to the University (consider Performance Expectations and Behavioral Competencies).

4. How did you contribute to and support the UnivTf12 0 0 1511on. nsst how yo9.88 80h18(ysd t)-2(o t)-2(h

Employee Self-Assessment Worksheet, cont.

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