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| **Logo_Lander** | Employee Performance Management System (EPMS) Employee Self-Assessment Form |

Section 1: Employee Information

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| Employee Name: | Click to enter Employee Name. | L #: | Click to enter “L” Number |
| Supervisor Name: | Click to enter Supervisor Name. |  |  |
| Performance Year: | Click or tap here to enter text. | Date Completed: | Click to enter a date. |

**VISION:** All Lander graduates are educated, well rounded and prepared to continue their education or launch their careers.

**MISSION:** Lander University offers high-demand and market-driven programs to ambitious and talented students in South Carolina and beyond. These programs are delivered in a rich liberal arts environment to produce highly qualified and marketable graduates.

Section 2: Self-Assessment

Please attach additional sheets if necessary when answering the following questions:

1. What were your major achievements in the past year?

Click here to enter text.

1. Who are your primary customers and how well have you served them this past year?

Click here to enter text.

1. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.

Click here to enter text.

1. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.

Click here to enter text.

1. What goals (specific measurable results) do you expect to accomplish during the next year?

Click here to enter text.

List the subject or other items you would like to discuss during your annual performance evaluation meeting:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Section 3: Signatures

We have discussed the Staff Member’s Self Assessment.

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| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Supervisor: |  | Date: |  |