

**6 Month Introductory Self-Assessment Performance Review**

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

**Position:**

 **Dept:**

*Employees are expected to provide supervisors with an assessment of their own performance. This form serves as a guideline for that process. Please submit your self-assessment to your supervisor prior to your scheduled performance review*.

 *1.* ***Describe what you believe are your major 2-3 accomplishments since you began in this position:***

2. What areas, if any, within your job responsibilities/objectives do you anticipate needing assistance to master in the next several months?

***3. What do you find to be the most difficult aspect or tasks of your position?***

4. If there is something your supervisor could do to help you become more efficient and effective in your own job, please list those suggestions:

*5.* What professional development or training programs, if any, would assist you in fulfilling your job requirement? (If you have a need for technology training, please be as specific as possible. For example: Mail Merges, Intermediate Word, Advanced Excel, Pivot Tables, etc.)

**6. Data Security Policies: The increasing problem of identity theft and misuse of confidential information have led to new federal and state laws and regulations. To comply with these, the University has implemented Data Security Policies, which are applicable to all faculty, staff, and student employees. The policies outline procedures for access, transmission, and storage restrictions for confidential data such as Social Security numbers, drivers’ license numbers, and financial account numbers; handling paper and electronic credit card information; and individual employee compliance expectations. The handling of sensitive data in a legal, judicious, and secure way depends on all employees making good decisions as they follow University policies. Thank you for your cooperation in giving that information the protection it deserves.**

*Please indicate whether you have read the policies which are posted on the Clark University website at* <http://www2.clarku.edu/offices/its/policies/data_security_all.cfm>

 Yes [ ]  *No* *[ ]*

7. Other comments:

**Employee signature:** **Date:**

**PLEASE RETURN TO SUPERVISOR FOR INCLUSION IN YOUR PERFORMANCE EVALUATION.**