



# Administrative Faculty Self-Evaluation Form

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## Instructions for Administrative Faculty Self-Evaluation

Administrative faculty at UNLV are evaluated once a year (in the month of January/February) on their job performance during the prior calendar year (i.e., January 1 through December 31). The evaluation process varies by unit, but it may start with the administrative faculty member completing a self-evaluation using this form or alternate method determined by the supervisor. The self-evaluation typically addresses the employee's fulfillment of job responsibilities outlined in the position description questionnaire (PDQ) and of specific work goals set at the time of the prior annual evaluation. The deadline for the submission of the self-evaluation is set by the supervisor.

Administrative faculty not employed at the University for the entire duration of the past calendar year should be evaluated on their actual period of employment. Questions regarding this form or the administrative faculty annual evaluation process should be directed to your supervisor or to the Office of Human Resources at (702) 895-5984.

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## Employee Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Current Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Evaluation Period Start Date: \_\_\_\_\_

Evaluation Period End Date: \_\_\_\_\_

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## Essential Functions from Your Position Description Questionnaire (PDQ)

*Discuss your performance of the essential functions of your position description questionnaire (PDQ).*

*Describe any special projects or notable accomplishments that contributed to the success of your unit and the University at large.*

**Goals and Objectives**

*Describe your progress toward fulfilling the goals and objectives established during your last evaluation.*

*List your goals and objectives for the upcoming year.*

**Professional Development Plan**

*What professional development or training opportunities did you participate in during the current evaluation period? In what ways were they helpful to your job performance?*

*What professional development or training would you like undertake to improve your job performance and meet your goals for the next evaluation period?*

**COVID Impact Statement**

*As part of the 2021 annual evaluation process, we encourage you to provide a brief statement on COVID-19 impacts. For example, how has COVID-19 impacted your productivity and what challenges did you face? This question is optional.*