

UGANDA MARTYRS UNIVERSITY
SELF - ASSESSMENT FORM (2014/2015)

SECTION A: BASIC INFORMATION

1. Period Under Review.....to.....
2. Department/Section.....
3. Name(s).....
4. Designation.....
5. Name of Immediate Supervisor.....
6. Date of first appointment.....

SECTION B: PERSONAL/SELF EVALUATION

1. Briefly describe your present job (daily)
.....
.....
2. What would you consider to be your main performance achievements/accomplishments during the period under review (quality/quantity)?
.....
.....
3. Mention and explain your areas of good performance
.....
.....
4. Mention and explain your areas of inadequate performance.....
.....
.....
5. Disciplinary particulars: Have you ever received any verbal, written warning(s)? (If yes, state date, reason and from whom)
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.....
6. Do you like your job?
Explain.....
.....
7. Is there anything which is particularly difficult for you? Why?
.....
.....
8. How can we help you to do your job better?
.....
.....
9. Other comments:
.....
.....

I certify that the information I have given above is true and correct to the best of my knowledge and belief.

Signature.....Date.....Title.....

Supervisor's Comment
.....

Supervisor's Signature.....Date.....Title.....

Thank you for taking the time for this exercise.