

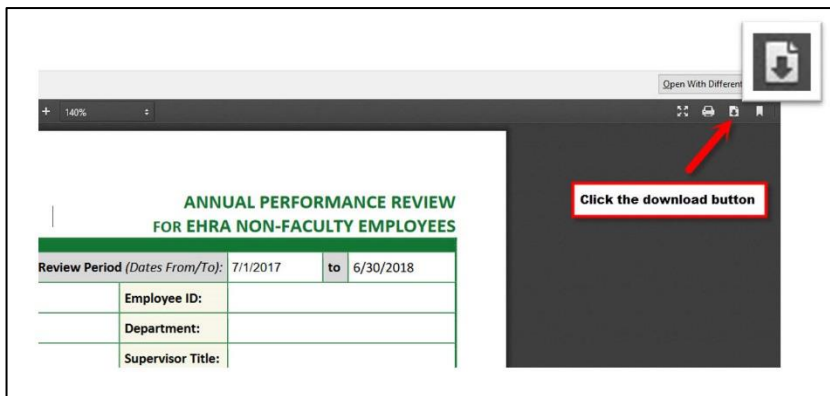


# Quick Reference Guide Completing EHRA Non-Faculty Self-Appraisal

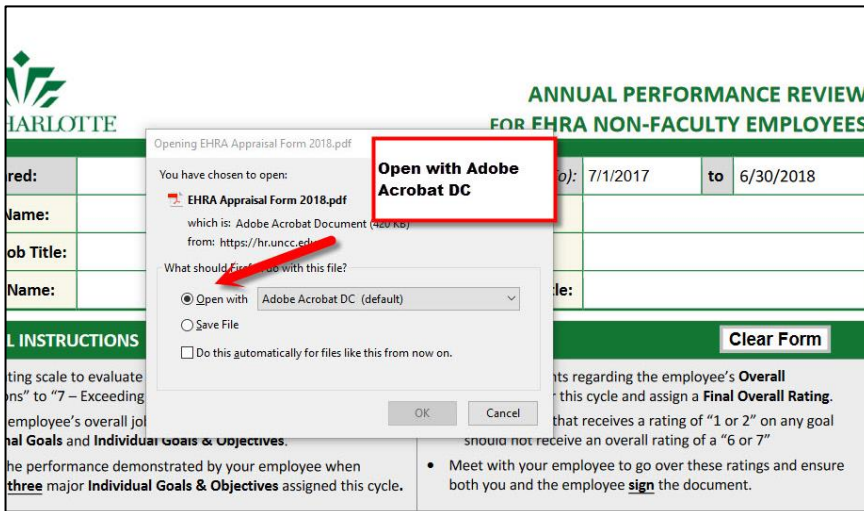
The self-appraisal is your opportunity to reflect on your accomplishments and/or any set-backs that you have experienced this performance cycle. It allows your supervisor to see your performance from your perspective.

## Filling out the Form

- Download the [EHRA Employee Self-Appraisal Document](#) from the [STAKES](#) website



- Open it with Adobe Acrobat DC to get started
  - If this program is not installed on your computer, go to Install Software on page 2.



- Read the self-appraisal instructions carefully to ensure you fill it out as thoughtfully as possible.
  - Institutional Goals
    - Comments on your performance as it pertains to each of these institutional goals. Think about what you did well this year or what you are most proud of. Also, think about any obstacles you encountered that prevented you from doing as well as you had hoped.
  - Individual Goals
    - Name at least three major individual goals or objectives you were expected to accomplish this year.
    - Provide brief comments the goal including if you met the goal deadline and expectations.
  - Professional Development Activities
    - Comment briefly on the professional development activities you accomplished this cycle. Did it help you to better meet your goals this performance cycle?
  - Overall Performance (Optional)
    - Comment on how you felt you did overall in meeting your performance goals this cycle and the business needs of your unit, department, and/or the University.
- Save & Send
  - Save the document for your records
  - Send to your supervisor for review

### **Install Software – Adobe Acrobat DC**

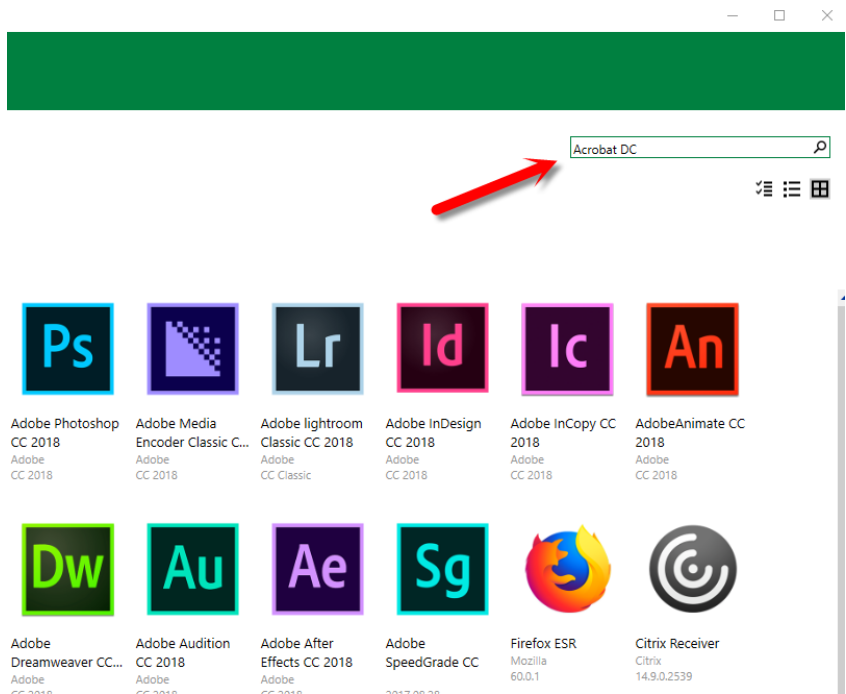
If you don't have Adobe Acrobat DC installed on your computer, follow the steps below:

- Go to your windows start button at the bottom of the screen and click it

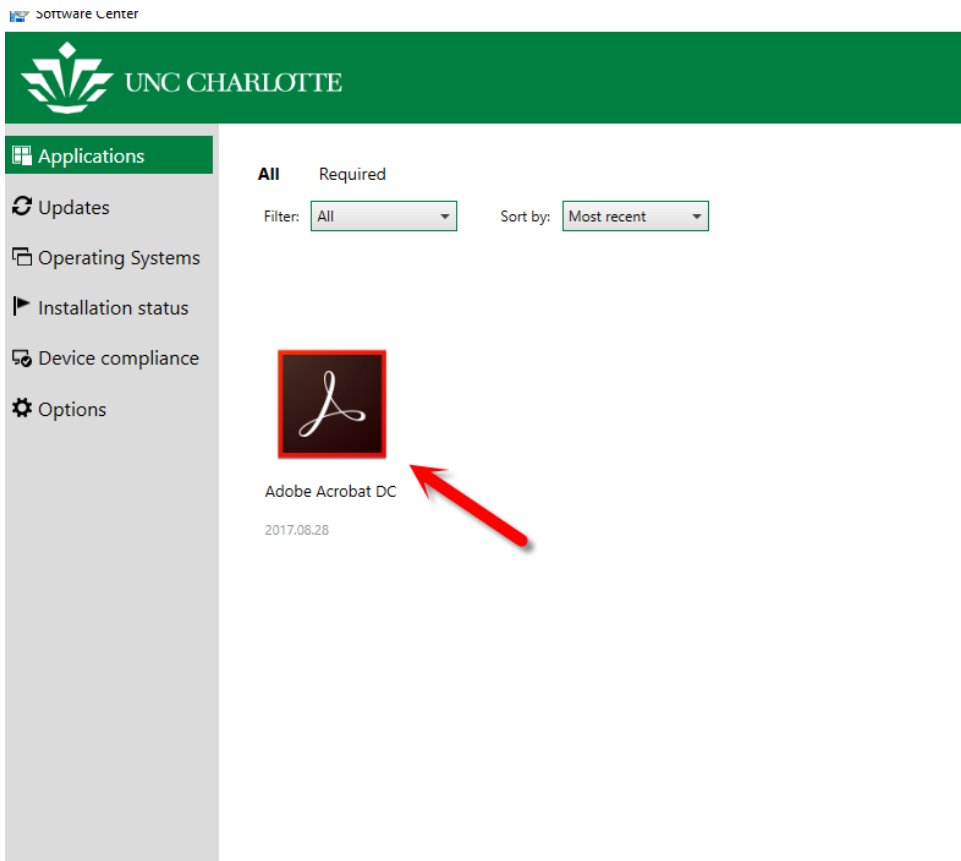


- Find the "Microsoft System Center" Folder – CLICK IT
- Select the "Software System Program" file

- Once there, type Acrobat DC in the search field and hit ENTER



- Double click the Adobe Acrobat DC program and CLICK Install



Once you have the program installed on your computer, you should be able to complete the form.