PURDUE
UNIVERSITY

Administrative Officer Self Assessment
Performance Development Program

Name: _____ Organizational Unit: _____

Review Period: Jan. 1, 2008 to Dec. 31, 2008

Preparation for an administrative review begins with completion of a self assessment. Please consider your progress toward achieving strategic goals, managing administrative objectives, and recognizing areas for improvement as well as accomplishments. This guide is intended to generate quality discussion and should be submitted in advance of your review session.

1. List primary objectives/priorities and accomplishments associated with each.

2. Identify challenges, constraints, and other improvement opportunities encountered during the current performance period, and how you met these organizationally.

3. Identify the new goals or revised objectives for the upcoming performance period. Specify significant process improvements, large initiatives or other planned organizational development activities, and how they relate to the Strategic Plan.