

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

STRICTLY CONFIDENTIAL

HRO/REW/F13

Self-Statement for Non-teaching Staff

(please tick the appropriate box)

- ☐
- Appointment Review
- ☐
- Promotion

Notes: 1. Please fill in all parts of this form and attach an updated curriculum vitae.

2. The information provided hereunder will be used for processing your appointment review / promotion related matters and be presented to Panel members in appropriate meetings for their consideration and deliberation.
3. The completed form will be filed, on completion of the exercise, with your personal file throughout your entire service at the University.
4. For access to or correction of personal data after submission of this form, please contact Officer-in-charge of Personal Data in the Human Resources Office.

A. Personal Data

Name: _____

Office:

Post Title: (Band:)

Date of Appointment
to current position:

B. Record of Self-Evaluation (since last review **OR** in the past three years as appropriate)

1. Highlights of accomplishments / achievements / contributions
2. What do you think are your particular strengths / core competencies which have helped you perform in your current post?

3. Developments needed to improve knowledge / skills to meet changing needs and future challenges

4. Career objectives, expectation or job satisfaction at the University and plans of further advancement

5. Any other information

C. **Signature of Staff Member**

Signature & Name in Block

Date