Performance Assessment

*Please complete form by typing in gray boxes; boxes will expand as you type.*

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| **Employee Name:** | **Employee ID #:** |
| **Employee Title:** | **Department:** |
| **Supervisor Name:** | **Date:** |

# Summary of Previous Year

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| **Overall Performance:** Comment on this past year’s overall performance, citing any noticeable achievements, successes, and challenges. |
| **Employee Response** |
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| **Supervisor Response** |
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| **Previous SMART Goals:** Specify the goals set for this last year and whether they were achieved and to what extent. If they were not met or were changed, provide context and barriers that prevented the goals from being met. |
| **SMART Goals:** |
| **Employee Response** |
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| **Supervisor Response** |
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| **Supervisory Support:** Please share what is currently working well in terms of supervisory support. Provide suggestions for increased or different support. |
| **Employee Response** |
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| **Supervisor Response** |
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| **Additional Comments:** Use the space below to provide additional comments about this past year. |
| **Employee Response** |
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| **Supervisor Response** |
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# Upcoming Year

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| **New Goals:** Specify the goals set for this coming year in the SMART format. Goals can be employee-specific or team goals, as appropriate. Employee suggests goals and supervisor provides feedback or modifies. |
| **SMART (S**pecific**, M**easurable**, A**ttainable**, R**elevant**, T**imebound) **Goals**  **Create 3 - 5 SMART Goals** for discussion and review with your supervisor, using the SMART Goal approach described below. Your supervisor will review these goals and provide any feedback. The finalized goals will appear on your Supervisor Performance Assessment.   * **Specific -** provide any necessary information that make the goal clear and as specific as possible * **Measurable -** determine how you will measure success in achieving your goal * **Attainable** - is this goal something you have the ability to achieve given your role and ensure you have access to necessary resources * **Relevant** - how is this goal relevant to your position description, departmental initiatives, or College wide initiatives * **Timebound** - set clear deadlines with smaller sub-goals to help keep you on track |
| **Example:** By the end of December 2023, I will develop and pilot a system for the team to track project milestones and completion dates in alignment with the team’s goal of process improvement. |
| **Goals:** |

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| **Professional Development & Career Planning:** Please share areas or skills where development and coaching is needed, including any solutions such as training or resources. Share interest or involvement on committees, attendance at professional conferences, or other career development |
| **Employee Response** |
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| **Supervisor Response** |
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Your signature below acknowledges the performance review discussion has taken place. Your signature is not an indication of agreement or disagreement with the information outlined in this document. You may provide supplemental documentation outlining differing points of view to Human Resources to file with this document.

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| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |