

05/22/2022

**Performance Assessment Employee**

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

**Summary of Previous Year**

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| Comment on your overall performance over the last year, citing any noticeable achievements and successes, along with any challenges you experienced during this time. |
| **Professional Development and Career Planning** |
| Please share areas or skills where development and coaching is needed, including any solutions such as training, technology needs, or financial resources. Apprise your supervisor of any interest or involvement on committees, attendance at professional conferences, or other career development. |
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**Supervisory Support**

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| Please share what is currently working well in terms of supervisory support. Provide any suggestions you may have regarding increased support or change in support. |
|  **Additional Comments** |
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**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

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|  | **Suggested SMART Goals – Employee**  |
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| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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

HR Initials: \_\_\_\_\_\_\_\_