

Revised: 03/22/2022

**Performance Assessment Supervisor**

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

**Summary of Previous Year**

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| Comment on your staff member’s overall performance in the last year, citing any noticeable achievements and successes. |
| **Professional Development and Career Planning** |
| Please review any identifiable skills development opportunities and potential future options including committee membership, cross-functional collaborations, College wide initiatives, attendance at conferences, and participation in professional associations. |
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**Supervisor Support**

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| Please share in what ways you will alter or enhance supervisor support based upon staff members’ feedback. |
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| **Additional Comments:**  |

**SMART Goals -** Review the SMART Goals developed by your staff member as part of their assessment and make any modifications as necessary to ensure they align with the SMART Goal format. Finalized goals should be entered into the Final SMART Goals–Supervisor column below. Please keep in mind that these are goals that you should be reviewing with your staff member and adjusting as needed, throughout the year.

* **S**pecific **-** ensure necessary information is provided that make the goal clear and specific
* **M**easurable **-** determine how success in achieving the goal will be measured
* **A**ttainable - is this goal attainable given the scope of responsibility of the role and available resources
* **R**elevant - how is this goal relevant to their position description, departmental initiatives, or College wide initiatives
* **T**imebound - are deadlines achievable and spaced appropriately throughout the year

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|  | **Final SMART Goals–Supervisor** |
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| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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