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|  **Annual Performance/Goal Setting Form** **FY20 Employee Self-Assessment**This annual practice is designed to have the staff member and their supervisor have a meaningful conversation regarding performance and future goals. Both the employee and the supervisor should complete their corresponding form and meet to discuss them. Employee is to provide their self-review to their supervisor at least one week prior to the meeting. The supervisor form should reflect on past performance and all upcoming goals. Form is signed by both individuals. Completed forms are to be turned in by **April 20th** to HR for the employee’s personnel file unless a different turn in date has been communicated to HR. |
| Employee Informations |
| Employee Name:  | Title:  |
| Supervisor:  | Review Period:  |
| Review the status of each professional or job-related goals and objectives identified last year including any changes/adjustments made throughout the year. Describe progress made on each goal? |
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| What are the 1-2 accomplishments that you are the most proud of? |
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| What outcome were you least proud of? What will you do differently? Are there resources, tools, or support that could help?  |
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| List job related goals and objectives for the coming year.  |
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| **Ideas for consideration for your Professional Development Plan**  |

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| **Professional Development Goal** | **Specific Action Plan** | **Timeline** |
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Present to supervisor within one week of the performance/goal setting meeting.

Date employee reviewed with supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_