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| **Annual Performance/Goal Setting Form**  **FY20 Supervisor-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 Information | |
| 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. To what degree were expectations met on each goal? | |
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| What are 1-2 accomplishments that you are most impressed with? | |
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| What would you like to see this person improve upon? What resources, tools or support would you recommend? | |
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| List job related goals and objectives for the coming year. | |
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| **Professional Development Plan** as identified and agreed on. |

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| **Professional Development Goal** | **Specific Action Plan** | **Timeline** |
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This Performance/Goal setting (Supervisor Version) form has been prepared by the supervisor and reviewed with the employee.

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Supervisor Signature Staff Signature Date