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| **Annual Performance/Goal Setting Form**  **FY21 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: |
| Recognizing 2020 as an unusual year due to the pandemic, some preset goals and objectives may have been set aside to accomplish other relevant pressing tasks. Describe accomplishments/challenges related to the professional and job-related goals and objectives identified last year and/or pandemic response activities. | |
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| With the changed work atmosphere in the past year, what have you learned about your work style? | |
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| What changes to processes and procedures did you identify, that added value this past year? | |
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_