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| **Annual Performance/Goal Setting Form**  **FY22 Employee Self-Assessment**  This annual practice facilitated meaningful conversation regarding past performance and future goals between the staff member and their supervisor. Both the employee and the supervisor should complete their corresponding forms and meet to discuss them. The 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. Please submit completed, signed forms to Human Resources by **April 20th** unless a different completion date was established and documented with Human Resources. | |
| Employee Information | |
| Employee Name: | Title: |
| Supervisor: | Review Period: |
| 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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| Describe inclusion, diversity, and equity (IDE) related efforts or education and future IDE related goals. | |
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| **If applicable**: How has your FlexWork plan affected your work and/or the work of the department? Are there areas of concern? | |
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| List position 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 one week before the performance/goal setting meeting.

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