

## SECTION A: EMPLOYEE AND SUPERVISOR INFORMATION

|                                   |  |                    |                           |
|-----------------------------------|--|--------------------|---------------------------|
| Employee Name:                    |  |                    |                           |
| Employee Title:                   |  |                    |                           |
| M#:                               |  | Supervisor:        |                           |
| Date of Evaluation Meeting/Conf.: |  | Date Due in HRSTM: | August 16, 2019 by 5:00pm |

## SECTION B: EMPLOYEE SELF-EVALUATION (To be completed by the employee)

### **ACHIEVEMENTS AND ACCOMPLISHMENTS FOR FY 19:**

Outline your responsibilities, achievements, accomplishments, strengths and challenges.

Consider:

- the employee's position description routine job duties,
- the employee's FY19 goals,
- how the employee exhibits ethical standards as outlined in [P& P Code of Ethics and Employee Conduct](#),
- how the employee demonstrates proficiency in the [Collegewide competencies](#), and
- the employee's [required training for FY19](#).

**PROPOSED PERFORMANCE GOALS FOR FY20:**

Outline your individual goals that will support the unit goals. Consider:

- the employee's position description routine job duties,
- the employee's unit/department's priorities, goals and/or initiatives,
- the ethical standards that I would like to work on or enhance in FY20,
- the [Collegewide competencies](#) that will enhance my personal performance in FY20.
- the employee's required training for FY20.

**PROPOSED PROFESSIONAL & CAREER DEVELOPMENT GOALS FOR FY20:**

List the training, development and/or career enhancement goals you recommend for next year. Explain how these goals will benefit you in your current role and/or a role you aspire to reach.

**SECTION C: SUPERVISOR EVALUATION OF EMPLOYEE (To be completed by the SUPERVISOR)**

**OBSERVATION & FEEDBACK ON ACCOMPLISHMENTS & ACHIEVEMENTS:**

Provide a brief summary of the employee's performance during the current review cycle.

Consider:

- the employee's position description routine job duties,
- the employee's FY19 goals,
- how the employee exhibits ethical standards as outlined in [P& P Code of Ethics and Employee Conduct](#),
- how the employee demonstrates proficiency in the [Collegewide competencies](#), and
- the employee's [required training for FY19](#).

**OBSERVATION & FEEDBACK ON STRENGTHS:**

Describe the skills and competencies that the employee demonstrated well. Consider:

- the employee's position description routine job duties,
- how the employee exhibited ethical standards as outlined in [P& P Code of Ethics and Employee Conduct](#),
- the employee's FY19 goals, and
- the employee's [required training for FY19](#).

**OBSERVATION & FEEDBACK FOR AREAS OF IMPROVEMENT:**

Describe the skills and competencies as described in the position description and the areas where ethical standards as outlined in [P&P Code of Ethics and Employee Conduct](#) that the employee needs to develop and/or improve. Provide specific recommendations and instructions. View [Collegewide competencies](#)

**FEEDBACK & CONFIRMATION ON PROPOSED FY20 PERFORMANCE GOALS:**

Supervisor to edit/confirm employee's proposed performance goals for FY20.

**CONFIRMATION OF PROPOSED PROFESSIONAL & CAREER DEVELOPMENTAL GOAL PLAN FOR FY20:**

Supervisor to confirm/support or make recommendations for proposed professional and career developmental goal plan for FY20. View a more comprehensive [Individual Professional Development Plan \(IPDP\)](#)

FY 19 RATING (See [guidelines and rating definitions](#))

Needs Improvement

Successful

Commendable

**SECTION D: ADDITIONAL COMMENTS**

**SECTION E: EMPLOYEE and SUPERVISOR ACKNOWLEDGEMENTS**

I have reviewed the FY19 performance evaluation on the date indicated below. I had the opportunity to discuss with my supervisor and have received a copy of the evaluation. My signature does not necessarily indicate agreement or disagreement with the content of this evaluation.

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Employee Signature

I have reviewed the evaluation with the employee. We have discussed their proposed FY20 performance goals and career/professional development goals. I acknowledge that this document reflects my evaluation of the employee's performance and that it is accurate and true.

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Supervisor Signature

[View instructions for digital signature](#)