



EMPLOYEE INFORMATION AND INSTRUCTIONS

EMPLOYEE NAME	POSITION TITLE	DATE IN POSITION

DEPARTMENT	REVIEWER NAME	REVIEW TYPE	ACADEMIC YEAR	REVIEW DATE
		Annual Review	2018-2019	

INSTRUCTIONS	PERFORMANCE BEST PRACTICES
<ul style="list-style-type: none"> • Please complete your self-evaluation and send to your supervisor by April 27. • Supervisor reviews self-evaluation and job description and writes a narrative review. • Supervisor meets with staff member to review evaluation and provides feedback by May 11. • Upon completion of the performance evaluation, supervisor forwards a signed copy of the evaluation to A&S Human Resources. 	<p>When preparing your self-evaluation, consider including in your narrative:</p> <ul style="list-style-type: none"> • Accomplishments during the year, e.g. what are you proud of? • The lessons you learned during the year – what could you have done better, what would you do in a future situation, and what support do you need to be successful? • Coaching and support needed – what help do you need in order to be successful? • Progress on goals – goals met and unmet. List the goals you met and if you didn't meet these goals, what were the obstacles? Do you have any suggestions for overcoming the obstacles and can you problem-solve together for future success? • Professional development – would you like training, mentoring or other learning opportunities? • Department chairs assessing the DAAF may wish to consult the department's DUS, DGS or other faculty in preparing their assessment.

SELF-EVALUATION

Please provide an overview of activities and accomplishments from the past academic year. Referencing your job description, please outline your achievements and any areas where you could develop.



GOALS FOR THE COMING ACADEMIC YEAR

Please describe goals for yourself in the coming academic year. If there are developmental resources or support which you believe would assist in achieving these goals please indicate those as appropriate.

MANAGER EVALUATION

Please describe your assessment of the employee's contributions over the past academic year.
(Please address both areas of positive performance and areas which need improvement).



GOALS FOR NEXT ACADEMIC YEAR

Please describe goals for the coming academic year. If there are areas of improvement, please address those. If you believe support or developmental resources could foster improvement please indicate that as well.

[Empty box for writing goals]

SIGNATURES

I have read and discussed the contents of this performance evaluation with my supervisor.

Employee Signature

Date

Supervisor Signature

Date