Part I – Describe your goals/competencies of emphasis for the past year. Please list the goals, which were to be emphasized during the plan year – include ongoing assignments with expectation/standards defined; areas for improvement; development of new skills; use the Performance Planning Form (#PM2).

Part II – List your major accomplishments from the past year. Relate them where possible to the department and/or university mission.

Part III – What major challenges or obstacles did you face during the past performance management cycle?
Part IV – Please list your goals for the next review period.

Part V – What kinds of resources and support do you need to accomplish those goals?

Part VI – What are your professional development goals for the next 12 months?

Signature of Employee: ___________________________ Date: __________

Employee
Supervisor