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| **ANNUAL PERFORMANCE APPRAISAL CYCLE** *(Dates From/To)***:** |  | **to** |  |
| **Dept. Name:** |  | **Employee Name:** |  |
| **Supervisor Name:** |  | **Position Title:** |  |
| **Supervisor Title:** |  | **Employee ID:** |  |

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| **INDIVIDUAL GOALS & OBJECTIVES** | **Enter a minimum of three (3) performance goals below.**  |
|  |
| **GOAL #1 -- Title:** |  |
| **Description:**   |
| **GOAL #2 -- Title:** |  |
| **Description:**  |
| **GOAL #3 -- Title:** |  |
| **Description:**  |
| **GOAL #4 -- Title:** |  |
| **Description:** |
| **GOAL #5 -- Title:** |  |
| **Description:**  |
|  |
| **SIGNATURES FOR ANNUAL PERFORMANCE GOALS** |
| **Supervisor:** |  | **Date:** |  |
| **Employee:** |  | **Date:** |  |

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| **ANNUAL PERFORMANCE APPRAISAL CYCLE** *(Dates From/To)***:** |  | **to** |  |
| **Dept. Name:** |  | **Employee Name:** |  |
| **Supervisor Name:** |  | **Position Title:** |  |
| **Supervisor Title:** |  | **Employee ID:** |  |

**Professional Development Plan**

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| **Professional Development Activities** | Examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden skills relevant to the employee’s position, career path, or service to the University.  |
|  |
| **Activity #1 -- Title:** |  |
| **Description:**   |
| **Activity #2 -- Title:** |  |
| **Description:**  |
| **Activity #3 -- Title:** |  |
| **Description:**  |

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| **SIGNATURES FOR PROFESSIONAL DEVELOPMENT PLAN** |
| **Employee:** |  | **Date:** |  |
| **Supervisor:** |  | **Date:** |  |