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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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |  | |