**Employee Performance Evaluation Preparation and Input**

**Name: Date:**

This form provides a method for staff employees to provide input for the annual staff employee performance review. It is an optional form for providing input and can be modified to adapt to specific department or supervisor expectations. Staff employees are encouraged to complete this form and submit it to their supervisor prior to January 10th each calendar year. A specific deadline may be determined by the supervisor below. This form will not be included with the annual evaluation, though the supervisor may use this input to assist in the creation of the actual annual evaluation.

*Responses are due to* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This assessment is about your perceptions and reflection of your contributions over the past year, setting goals for the future, and establishing areas that you can expand on to provide additional value to your position, your team, your college/unit, and the U of I.*

***Reflection on the past year:***

1. What were your biggest accomplishments in the past year?
2. What valuable lesson did you learn this past year?
3. What things could you have done better in the past year? (Does not mean you feel they are deficiencies, just areas you feel you could have done better for whatever reason.)
4. What challenges did you face during the past year? How did you adapt to overcome these challenges and what solutions did you use to meet your goals?
5. What opportunities for professional growth and improvement have you identified over the past year?
6. How did your work contribute to the mission (The University of Idaho will shape the future through innovative thinking, community engagement and transformative education) and vision (The University of Idaho will expand the institution’s intellectual and economic impact and make higher education relevant and accessible to qualified students of all backgrounds) of the U of I?
7. How did your actions and accomplishments reflect the core values and principles of the U of I and the college/unit: excellence, respect, integrity, perseverance, and sustainability?

***Looking forward to a new year:***

1. What are the goals for your area of responsibility in the coming year?
2. What support do you need to accomplish these goals?