

Name Calendar Year:

Supervisor:

This form provides a method for staff employees to provide input for the annual staff employee performance review. Staff employees are encouraged to complete this form and submit it to their supervisor prior to January 10th each calendar year. When completing the form only include information about your performance which occurred in the previous calendar year. 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.

Please list the highlights of last year related to your position. Focus not only on what happened but on the impact. Also, list any accomplishments, milestones, or completed objectives. Consider providing input for any noteworthy aspect of the quality and quantity of work, such as job knowledge, initiative, dependability, customer service, teamwork, attendance, communications, task management, budget management, safety, decision making, supervision, accountability, civility, judgment, leadership, problem solving, training/development, or other dimensions appropriate for the review.



If you participated with committee or other efforts providing service to the UI community in addition to your primary position, please list those here:



Use your job description as a guide. You may find it helpful to organize your input by specific job duty function.









The process of annual evaluation should include a discussion with your supervisor regarding past performance and future expectations. What topics would you like to discuss in particular?

