

Annual Performance Appraisal/Goal Setting Form

The staff member and their supervisor are both to complete the Performance Appraisal/Goal Setting Form individually, followed by a set time to discuss the input and comments described by each. Both employee and supervisor's completed forms are to be turned by **April 15th** to HR (mail stop 5-STRONG) for the employee's personnel file.

Name: _____ Date _____

Position: _____ Supervisor: _____

1. Review the status of each of your professional or job related goals and objectives identified last year including any changes/adjustments made throughout the year.
2. What or who are the important contributors to your success at Carleton? How would you aspire to strengthen or improve on these?
3. Are there issues you would like to address to help you succeed in your position? How would you envision changing or overcoming these issues?
4. What suggestions do you have to improve the effectiveness of your supervisor and/or division?
5. Do you have any suggestions to reduce the cost of our operation or make things more efficient?
6. What specific developmental areas would you like to concentrate on in the coming year? What types of training, development or skill building would assist you in this?
7. List professional or job related goals and objectives for the coming year.

This Performance Appraisal/Goal Setting form has been discussed with me by my supervisor.

Staff Signature

Supervisor Signature

Date