

## 2009 Annual Performance Appraisal/Goal Setting Form

This annual practice is designed to have the staff member and their supervisor complete the Performance Appraisal/Goal Setting form together. The completed form should contain mutual agreed on goals and comments. Completed forms are to be turned in by **April 15<sup>th</sup>** to HR (mail stop 5-STRONG) for the employee's personnel file unless a different turn in time has been communicated to HR.

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. How could we collectively make a better team environment and working relationships?
5. Reflecting on the need to reduce costs and make operations more efficient at Carleton, what are your short term and long term plans?
6. What specific developmental areas would you like to concentrate on in the coming year? (types of training, development or skill building)
7. List professional or job related goals and objectives for the coming year.

This Performance Appraisal/Goal Setting form has been prepared by me and my supervisor and future goals have been agreed upon.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date