Staff members are encouraged to complete this form prior to the performance feedback meeting with their supervisor. This will facilitate an interactive performance partnership discussion. Additional information and resources are located on the [Performance Partnership](http://performance.syr.edu/) web page.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member Name** |  | **Staff Member SUID #** |  |
| **Job Title** |  | **Supervisor Name** |  |

## Section 1: Goals and Accomplishments

For each of the major responsibilities of your position, list any goals that were set for the review period being evaluated and describe your significant accomplishments, including progress on or success in meeting the established goals as well as any other achievements. The major responsibilities should reflect what is recorded in your most recent job description or Performance Partnership evaluation. If you need a copy of either or if your responsibilities have changed, please email [hrcomp@syr.edu](mailto:hrcomp@syr.edu) for assistance.

|  | **% of time** | **Major Responsibilities** | **Established Goals** | **Accomplishments** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 | 5 | Other position-related duties as assigned |  |  |
|  | 100 | Total |  |  |

|  |
| --- |
| Provide summary comments regarding the previous year’s performance: |

## Section 2: Future Goals

For each of the major responsibilities of your position, as listed in Section 1, draft up to three SMART goals you think may be appropriate for the coming year. For assistance in the creation of goals, reference the [SMART Goal](http://performance.syr.edu/wp-content/uploads/2017/03/SMART_Goal_Worksheet.docx) worksheet.

|  | **% of time** | **Major Responsibilities** | Smart G**oals** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 | 5 | Other position-related duties as assigned |  |
|  | 100 | Total |  |

## Section 3: Professional Development

List your personal professional development goals for the coming year. These goals should reflect the technical skills, knowledge, or behavioral competencies you would like to gain or improve. For each professional development goal, indicate the actions you will take to achieve the goal. Examples may include training, taking a specific class, or serving on a committee.

|  | **Professional Development -**  what skill, knowledge or competency will you gain or improve? | Action Plan – what specific steps will you take to achieve your goal? |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Staff Member Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send a copy of the self-assessment to your supervisor.