

Annual Appraisal Form

Goals – for Administrative and Professional Staff

Employee Name	Click here to enter text.	Department	Click here to enter text.
Position Title	Click here to enter text.	Appraisal Date	Click here to enter text.

Goals are a critical component of effective performance appraisals. Establishing goals are an essential component of setting expectations and when goals are set, employees have a clear understanding of what needs to be accomplished and how they contribute to the success of department and University goals.

This form is used to record three to five measurable goals and the result, including metrics, for each goal. Comments should be provided regarding the achievement of the goal, how the goal was achieved, and the impact of the results. Each goal should then be assigned a rating. An overall rating for the achievement of all objectives is also assigned.

This form may be used as part of the Administrative and Professional Staff Performance Appraisal form for individuals that have been managing individuals to established goals for the current performance year.

Goal	Click here to enter text.
Results	Click here to enter text.
Comments	Click here to enter text.
Rating	<input type="checkbox"/> Consistently Exceeds <input type="checkbox"/> Frequently Exceeds <input type="checkbox"/> Fully Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Did Not Meet

Goal	Click here to enter text.
Results	Click here to enter text.
Comments	Click here to enter text.
Rating	<input type="checkbox"/> Consistently Exceeds <input type="checkbox"/> Frequently Exceeds <input type="checkbox"/> Fully Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Did Not Meet

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Overall Goal Rating

Rating	<input type="checkbox"/> Consistently Exceeds <input type="checkbox"/> Frequently Exceeds <input type="checkbox"/> Fully Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Did Not Meet
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Signatures

Employee*		Date
Manager		Date
Next Level Manager		Date

* Employee’s signature implies neither agreement nor disagreement with this appraisal. The signature indicates only that the employee has read this evaluation and discussed with the supervisor.