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**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** | Consistently Exceeds Frequently Exceeds Fully Meets  Partially Meets  Did Not Meet |

|  |  |
| --- | --- |
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| **Rating** | Consistently Exceeds Frequently Exceeds Fully Meets  Partially Meets  Did Not Meet |

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| **Rating** | Consistently Exceeds Frequently Exceeds Fully Meets  Partially Meets  Did Not Meet |

**Overall Goal Rating**

|  |  |
| --- | --- |
| **Rating** | Consistently Exceeds Frequently Exceeds Fully Meets  Partially Meets  Did Not Meet |

**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.