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| **University Staff / PRA Series Performance Planning, Evaluation, and Rating Form** |

**Evaluation Period: Start: January 1, 2021 End: June 30, 2022**

**Employee Name:** **INSERT NAME Employee ID#: INSERT EID#**

**Job Title: INSERT JOB TITLE Position #: INSERT POSITION #**

**Department: College of Arts & Media, INSERT DEPT NAME**

**Supervisor Name: INSERT SUPERVISOR NAME**

***PART I: SELF-EVALUATION***

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| **Please list goals/objectives identified for 2021 during last year’s performance review.** | | **Please explain in detail your success in accomplishing each goal/objective. If goals were not met, please explain why.** |
| ***Goal 1:*** |  |  |
| ***Goal 2:*** |  |  |
| ***Goal 3:*** |  |  |
| ***Goal 4:*** |  |  |
| ***Goal 5:*** |  |  |

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| **General questions** | **Please explain in detail your success in accomplishing each goal/objective. If goals were not met, please explain why.** |
| In the last year, what are some of your greatest accomplishments or contributions? How do you feel these contributed to the success of your team and the college? |  |
| Since your last evaluation, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? Please describe using examples. |  |
| Describe areas where you would like to develop in terms of your professional capabilities. List the steps you plan to take and / or the resources you need to accomplish this. |  |
| What, if any, obstacles made it difficult for you to perform your job? Were you able / not able to overcome those? Please explain. |  |
| What do you need from your supervisor to:   * Meet your goals * Increase your productivity * Improve your knowledge * Improve job satisfaction * Other? |  |
| Are there specific subjects you would like to discuss during your annual performance evaluation meeting? |  |