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| EMPLOYEE ANNUAL report and Assessment | |
| **Name:** Enter your name here. | **Evaluation for the period:** July 1, 20   - June 30, 20 |
| **Department:** Select your department from the drop down list. | **Date of Report:** Select date. |
| **Name of Supervisor:** Enter your name here. |  |
| **GOALS AND OBJECTIVES FOR THIS EVALUATION PERIOD** | |
| Describe your goals and objectives for this evaluation period. | |
| **NOTABLE ACCOMPLISHMENTS** | |
| Describe your notable accomplishments for this evaluation period based on your goals and objectives as stated above. | |
| **CORE ACCOMPLISHMENTS** | |
| Describe your core accomplishments for this evaluation period based on our daily activities. | |
| **PROFESSIONAL ACCOMPLISHMENTS** | |
| Describe your professional accomplishments for this evaluation period such as continuing education, certifications, etc. | |
| **Proposed Goals and objectives for next evaluation period** | |
| Describe your goals and objectives for the upcoming evaluation period (beginning July 1). | |
| **CHALLENGES AND OPPORTUNITIES** | |
| List challenges and opportunities for the upcoming evaluation period (beginning July 1). | |
| **Supervisor’s comments** | |
| Evaluation of performance accomplishments during current cycle and confirmation of goals for upcoming cycle. | |
| **eMPLOYEE Signature** | **Supervisor Signature** |
| Name:  Date: | Name:  Date: |

Office of the Senior Vice President for Research and Innovation