**Boise State University**

**Employee Performance Evaluation Summary Form**

 **Evaluation Period:**       **to**

 **Evaluation Meeting Date:**

**Employee:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee ID:**      \_\_\_\_\_\_\_\_\_\_ **Phone:**

**Employee Self-Evaluation**

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| **1. Please list any additional responsibilities you took on during this appraisal period** |
| **Response** |  |
| **2. What do you consider your two or three biggest accomplishments this year?** |
| **Response** |  |
| **3. What were your two or three biggest challenges this year?** |
| **Response** |  |
| **4. In what aspects of your job have you been most successful (give examples) and why?** |
| **Response** |  |
| **5. In what aspects of your job do you feel you need more experience and training?** |
| **Response** |  |
| **6. To improve effectiveness in your job, what changes would be necessary? How can I help you in making these changes?** |
| **Response** |  |
| **7. Do you have the resources you need to perform your job? What additional resources, information or training would be helpful?** |
| **Response** |  |
| **8. What are your long range career goals?** |
| **Response** |  |
| **9. Are there things that make your job hard?** |
| **Response** |  |
| **10. What else would you like to comment on that has not been touched on already?** |
| **Response** |  |
| **Next Review Period****Performance Objectives:**Use the following section to record performance objectives for the next review period. Include Performance measure, standards and timeframes as appropriate. |

**Objective 1:**

**Objective 2:**

**Objective 3:**

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| **Employee Development Plan**Employee Development Plan: This section should be completed after employee and manager have agreed upon areas of development or improvement needed and/or required as related to upcoming standards. It should include developmental objectives, corresponding development activities (on the job, formal training, workshops, conferences, etc.), measurements, and time frames for completion.  |

**Developmental Objective 1:**

**Developmental Objective 2:**

**Developmental Objective 3:**