



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

Evaluation Period: Start: January 1, 2020 End: December 31, 2020

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

Table with 2 columns: Please list goals/objectives identified for 22020 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. Rows include Goal 1 through Goal 5.

Table with 2 columns: General questions Please explain in detail your success in accomplishing each goal/objective. If goals were not met, please explain why. Questions include: 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



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- Improve your knowledge
- Improve job satisfaction
- Other?

Are there specific subjects you would like to discuss during your annual performance evaluation meeting?