 **Eastern Oregon University**

**Classified Employee**

**Performance Appraisal Input Form**

**To**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

We will meet on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to discuss your performance over the current appraisal period and to set goals for your next appraisal period. While completing this form is optional, your input is an important part of the appraisal process.

Information you provide may be helpful in completing your Report of Performance Appraisal. If you choose to complete the form, please return it to me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We will use this form for discussion only and it will only become a part of your permanent personnel file at Human Resources if you initial here: \_\_\_\_\_\_.

1. **GOALS.** What goals or outcomes would you like to accomplish during the next appraisal period?
2. **DUTIES.**
   1. Are there any recommended changes for your current position description or your work unit?
   2. What do you consider to be your accomplishment(s) over the past year?
3. **BEHAVIOR.** Describe your behavioral factors such as attitudes towards work and colleagues, work practices, communication practices, judgment and decision making.
4. **EMPLOYEE DEVELOPMENT.**
   1. What training, education, or other learning experiences have you had over the past year?
   2. What additional training, education, or resources do you need to improve your job performance?
5. **GENERAL.** What other concerns would you like to discuss at our meeting?

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Supervisor's Signature Date

Supervisor's signature signifies that this input information has been reviewed and discussed with the employee.

Rev 5/22/17