New FY19 Goals-Mid-Annual Review Form

Manager View of Form:
Instructions:

Goals:

Attachments
No Attachments have been added to this document
Add Attachment
Mid-Year:

Manager Evaluation - Update and Share

Paul Nash

Job Code Description: IT Info Security Professional V
Document Type: Annual Review
Template: FY18-Q3Mid-Annual-Form
Status: Evaluation in Progress

Manager: Nathan Hall
Period: 07/12/2018 - 09/30/2019
Document ID: 1087622
Due Date: 06/30/2019

Mid-Year

Use this space as frequently as you wish to document ongoing discussions with your employee about the progress they have made on their goals or priorities, and professional development. Note where new challenges or opportunities have shifted your goals or priorities or professional development.

Mid-Year Summary

Manager Comments

Employee Comments: Your Employee has not shared their comments

Annual:

Overall Summary

Use this space to document your conversation with your employee about the impact they have had during this performance period, including how their work has contributed to the success of your organization. Note what they have accomplished, how they approached their work, and professional development progress for this current period.

After you have entered comments and selected a rating, you can complete the Annual Review by clicking on the Complete Annual button at the top right.

Rating

Manager Comments

Employee Comments: Your Employee has not shared their comments
Competencies (I added a few so you can see what it looks like populated):

<table>
<thead>
<tr>
<th>Competencies (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Partnerships</strong></td>
</tr>
<tr>
<td>Description: Identifies opportunities and takes action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.</td>
</tr>
<tr>
<td>Created By: Nathan Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuous Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Actively identifies new areas for learning; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skills on the job and teams through their application.</td>
</tr>
<tr>
<td>Created By: Nathan Hall</td>
</tr>
</tbody>
</table>

**Attachments**
No Attachments have been added to this document

**Feedback:**

**Feedback from all Reviewers (Optional)**

Comments from completed feedback reviews are displayed below.
Please provide a meaningful summary of the feedback you received this year about Paul Nash in the comments section of the appropriate tab. Make sure not to share comments exactly as they were written by other reviewers.

Click Expand to view the feedback:

**Context and Impact of Work**

Description: Over the past year, in what context did you work with this person, and what behaviors did this person demonstrate that positively impacted you and your organization?

Created By: Template | 09/23/2018 5:16PM

**Opportunities for Improvement**

Description: In the spirit of continuous improvement, what could this person have done differently or better to be more effective in their work with you?

Created By: Template | 09/23/2018 5:16PM

**Demonstration of Team/Org values**

Description: How has this person modeled their team/organization values this year (if applicable)?

Created By: Template | 09/23/2018 5:16PM

**Attachments**
No Attachments have been added to this document

Add Attachment
Employee view of Form:

Instructions:

This document is designed to capture key highlights of your ongoing conversations with your manager during the current period. Your school or unit will provide guidance on which sections to complete and when.

Enter your comments in the appropriate sections. When you are ready to share your comments or complete your self-evaluation, you may do so by selecting the appropriate button. You can start or stop sharing at any time. You are encouraged to discuss with your manager, in advance, if you will share your comments.

Save - Save your work often by clicking on the Save button.

Start Sharing - All comments on your document below become visible to your Manager. Your Manager will continue to see your changes whenever you update and save your document.

Stop Sharing - Your comments will no longer be visible to your Manager until you Start Sharing again.

Complete Annual - This completes your Self Evaluation and shares your comments with your manager. No further changes/updates can be made after completing your document. Click this button at the end of the annual review period.

To notify your Manager that you updated this document, click on the Notify link on the top right to send your Manager an automated email with a link to this document.

Goals:

Use this space to document your conversation with your manager about your goals or priorities, and professional development areas of focus for the current performance period. Include notes on the intended impact of your work. If applicable, use the separate “Competencies” tab to review the specific competencies you will focus on as discussed with your manager.

Manager Comments
Your Manager has not shared their comments
Mid-Year:

Use this space as frequently as you wish to document discussions with your manager about progress you have made on your goals or priorities, and professional development. Note where new challenges or opportunities have shifted your goals or priorities or professional development.

Manager Comments: Your Manager has not shared their comments

Annual:

Use this space to document your conversation with your manager about the impact you have had, including contributions to your team/department, during this performance period. Include what you have accomplished and how you have approached completing your goals or priorities, and professional development areas and progress.

When you have completed your self-evaluation, click on the Complete Annual button at the top right.

Manager Comments: Your Manager has not shared their comments
Competencies:

Feedback:

Audit History

Created By Anna Wong 06/23/2018 5:16:35PM
Last Modified By Paul Nash 09/23/2018 5:17:09PM

Feedback from all Reviewers (Optional)

To select reviewers, click on the Reviewers link in the Steps and Tasks panel on the left. After selecting reviewers, click on the Notify link in the top right to send your Manager an automated email requesting reviewer approval.

All feedback reviewers are asked the questions below. Completed feedback reviews are visible only to your Manager.

Expand | Collapse

- Context and Impact of Work
- Opportunities for Improvement
- Demonstration of Team/Org values

Audit History

Created By Anna Wong 06/23/2018 5:16:35PM
Last Modified By Paul Nash 09/23/2018 5:17:09PM