

Performance Evaluation – Employee Input Form

Employee Name:	Employee ID:	Review Period:
Click or tap here to enter text.	Click or tap here to enter text.	FY[year]

Instructions: Use these two sections to provide input to your performance evaluation, describing your results and accomplishments (Part 1) as well as how the results were achieved (Part 2). The information on this form will typically be a summary of performance and development conversations that you have had with your manager throughout the year and will help prepare you for a productive and reflective discussion with your manager.

Part 1: What did you achieve (key accomplishments and contributions)?
Describe your most important accomplishments during the current evaluation period. Describe the impact those accomplishments had and the contributions you made to important goals and priorities, including those supporting a sense of belonging, inclusion, and access.

Comments: Click or tap here to enter text.

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Part 2: How did you achieve the results (role-related knowledge, skills, abilities, and other characteristics)?

Describe your knowledge, skills, abilities, and other characteristics that were most important in accomplishing your goals and priorities. Important elements of how we do our work are captured in the **University's leadership competency model, with emphasis on inclusion and belonging within [individual contributor](#) and [supervisory](#) roles**. If you are in an HR, IT, finance, or purchasing role, use the [Korn Ferry competencies](#).

Comments: Click or tap here to enter text.