SCSE Employee Input Form

Appraisal Period: January thru December 2019

|  |  |
| --- | --- |
| Employee Name: | Employee ID: |

Completing this form will prepare you for a discussion with your supervisor. This form is a tool to provide input to your supervisor, and will not be retained with your performance appraisal. Attach to this form a copy of your current job description. It will be attached to the performance appraisal. Items 1-6 are for this year’s appraisal; “Future Initiatives and Development” is goal setting for the next review period.

1. Identify your most significant accomplishments and contributions from the current appraisal period. Explain how you have supported and exhibited SCSE culture and values.
2. What are your strengths?
3. What are you weaknesses?

4. What do you want from the team (you can choose how to define team)?

5. What do you want to do to advance your career, to progress the goals of the organization, and to leverage your strengths and mitigate your weaknesses?

6. Describe what you have done to promote a positive and inclusive campus climate as described in Goal 2 of the UMD Strategic Plan.

Future Initiatives and Development (Goals). Identify knowledge, skills or abilities that you will develop that support the mission of the University, UMD, and SCSE. Use the “comments” section to provide additional insight to your supervisor on how you plan to accomplish what you have identified.

|  |  |
| --- | --- |
| Knowledge, Skill or Ability (identified by employee) | Comments |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |