



Classified Performance End of Year Goals Assessment

Classified Employee Name: _____ **Employee ID:** _____

Position: _____ **Location:** _____ **Unit Manager Name:** _____

Informal Year

Formal Year

Goal #1:

Guide	Summary
Review of Progress: Describe your progress on Goal 1, using the data and information available. This may include work samples.	
Reflection on Results/Accomplishment: Share insights into your results on Goal 1.	
Performance Growth Implications: How might you use this data to assist in the planning of your future professional growth?	

Unit Manager Assessment/Comments (Goal #1):

Goal #2:

Guide	Summary
Review of Progress: Describe your progress on Goal 2, using the data and information available. This may include work samples.	
Reflection on Results/Accomplishment: Share insights into your results on Goal 2.	
Performance Growth Implications: How might you use this data to assist in the planning of your future professional growth?	

Unit Manager Assessment/Comments (Goal #2):

Follow up:

Signatures:

To be signed after annual informal or formal performance review meeting.

Employee Signature/Date

Unit Manager Signature/Date

NEXT STEPS: Unit Manager is responsible for forwarding all three forms (Performance Goals, End of Year Goals Assessment, Formal or Informal Evaluation) to Human Resources by June 30, for personnel file.