**Academic Advisor Employee Input Document**

While it is a supervisor’s responsibility to set expectations for their employees, receiving input from employees on what they do day-to-day as well as what they think some goals for their position might be is a great way to start planning for the performance year. This document can be used for that purpose during the **Planning, Planned Check-in, and Self-Appraisal Phases** of the Performance Management Process.

### Instructions:

* **Employee Self-Planning:** List your goals at the Individual level, School/College level, and Profession level for the following year in the Planning Phase section of the Goals block. You will only enter information in the Goals block during the planning phase.
	+ When complete, name your form: *lastname\_firstname\_Planning\_year*
	(ex: Petrie\_George\_Planning\_2020).
* **Updates for Planned Check-in:** Update or adjust any goals previously Identified during planning phase in the Planned Check-in section of the Goals block. Additional goals may be added at this time as well. You may also go ahead and list any accomplishments or reflections you wish to document at this time in the Planned Check-In section of the Accomplishments block and Reflections block. These updates will inform your planned check-in with your supervisor.
	+ Update the existing self-planning document you created (Petrie\_George\_Planning\_2020).
	+ When complete, save as a new document named: *lastname\_firstname\_Check-in\_year*
	(ex: Petrie\_George\_Check-in\_2020).
* **Self-Assessment for Performance Evaluation:** Record accomplishments and reflections of those accomplishments over the course of the year in the Self-Assessment for Performance Evaluation section of the Accomplishments block and Reflections block. This information will inform your performance evaluation with your supervisor.
	+ Update the existing planned check-in document (Petrie\_George\_Check-in\_2020).
	+ When complete, save as a new document named: *lastname\_firstname\_Self-Assessment\_year*(ex: Petrie\_George\_Self-Assment\_2020)

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| **Goals** | **List your Goals at the Individual level, School/College level, and Profession level for the following year.** |
| Individual | **Planning Phase** |
| **Planned Check-In** |
| School/College | **Planning Phase** |
|  | **Planned Check-In** |
| Profession | **Planning Phase** |
|  | **Planned Check-In** |
| **Accomplishments** | **List your Accomplishments by sphere of influence for Individual contributions, School/College level contributions, and Profession contributions.** |
| Individual | **Planned Check-In** |
| **Self-Assessment for Performance Evaluation** |
| School/College | **Planned Check-In** |
| **Self-Assessment for Performance Evaluation** |
| Profession | **Planned Check-In** |
| **Self-Assessment for Performance Evaluation** |
| **Reflections of Previous Year** | **List your Reflections of the Year at your Individual level, your School/College level, and Profession level. (What are your Reflections about those accomplishments - in particular with regard to any goals you set last year? Have those goals been accomplished? If not, what were the obstacles?)** |
| Individual | **Planned Check-In** |
| **Self-Assessment for Performance Evaluation** |
| School/College | **Planned Check-In** |
| **Self-Assessment for Performance Evaluation** |
| Profession | **Planned Check-In** |
| **Self-Assessment for Performance Evaluation** |