Year-End

Assessment

Package

Have a dedicated conversation,

focused on year-end review and

evaluating success of goals and objectives.

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Performance Year:** | 2021-2022 |
| **Date:** |  |

**Year-End Assessment**

**Reflection: Celebrating Successes**

|  |
| --- |
| What accomplishments are you most proud of this year? What about them makes you proud? |
|  |
| Reflect on the goals and objectives you set. Which ones did you meet? |
|  |
| What support do you need in order to keep doing great work? |
|  |
| **Leader Comments:** |
|  |

**Year-End Assessment**

**Reflection: Growing Edges**

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| What feels like a growing edge / area of continued development? |
|  |
| Reflect on the goals and objectives you set. Which ones fell short? What would you do differently in the future? |
|  |
| How would you like to develop and strengthen these areas in the coming year? What would support look like? |
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| **Leader Comments:** |
|  |

**Year-End Assessment**

**Reflection: Looking Forward**

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| What do you think you might focus on this year? What excites you / doesn’t excite you about these projects? |
|  |
| What professional growth opportunities do you hope to explore in the upcoming year? |
|  |
| What was your most surprising “lesson learned” this year and how will you bring this learning forward into the upcoming year? |
|  |
| **Leader Comments:** |
|  |

Year-End Assessment

Evaluation of Business Goals

|  |  |
| --- | --- |
| **Business Goal #1** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |
| **Final Goal Rating:** |  |

|  |  |
| --- | --- |
| **Business Goal #2** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |
| **Final Goal Rating:** |  |

|  |  |
| --- | --- |
| **Business Goal #3** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |
| **Final Goal Rating:** |  |

|  |  |
| --- | --- |
| **Business Goal #4** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |
| **Final Goal Rating:** |  |

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| --- | --- |
| **Business Goal #5** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |
| **Final Goal Rating:** |  |

Year-End Assessment

Evaluation of Personal & Development Goals

|  |  |
| --- | --- |
| **Goal:** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |

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| --- | --- |
| **Goal:** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |

|  |  |
| --- | --- |
| **Goal:** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |

|  |  |
| --- | --- |
| **Goal:** |  |
| **Result(s) Achieved:** |  |
| **Leader Comments:** |  |

Year-End Assessment

Overall Rating & Summary Comments

|  |  |
| --- | --- |
| **Overall Rating:** |  |

|  |  |
| --- | --- |
| **Leader Comments:** |  |
| **Signature & Date:** |  |

|  |  |
| --- | --- |
| **Employee Comments:** |  |
| **Signature & Date:** |  |