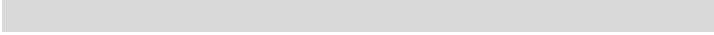


PERFORMANCE GOALS CHECK-IN Q q 295.86 655.98 252.36 25.259 re W n BT



Employee Goal Progress

Staff members should take the lead on completing this section of the form. Annual goals are directed at an employee's position and daily responsibilities. This is an opportunity for staff to analyze progress, needs, and adjustments in their work. Goals should be pulled directly from the Annual Performance Review.



Supervisor Notes

The Annual Review Process includes several categories of evaluation for the entire review period. It is important that an employee receives timely feedback on performance, the Annual Review should not be the first time that significant comments are addressed. Supervisors should use this area to discuss accomplishments or areas of needed improvement. Refer to [the Annual Performance Evaluation](#) for reference specific rating categories and descriptions. Additional comments can be attached, if necessary.

Outcome Notes or Additional Comments

This space serves as an additional area for any comments regarding meeting outcome, next steps, adjustments to goal details, etc.

Purpose

CWRU recognizes that our staff advance our mission through the critical roles they play within the university. The purpose of the Performance Goals Check is to engage and develop our staff by setting them up for success during the time between Annual Performance Evaluation feedback.

The entire year provides an opportunity for productive two-way communication between the employee and the supervisor. The Performance Goals Check aids in this discussion. It should help guide conversations between the supervisor and employee in reflecting on regular progress, outlining needs and adjustments, and addressing any questions or challenges the employee may experience regarding goal achievement. By maintaining a strong feedback and reflection culture, staff and their supervisors help lead the university toward our vision of being recognized internationally as an institution that imagines and influences the future.

Instructions

1. The Performance Goals Check form should be used in between Annual Performance Evaluations. It is encouraged that a staff member and their supervisor meet quarterly or biannually to discuss goal progress and needs for moving forward.
2. Staff members should take the lead with completing the Evaluation of Employee Goal Progress section of this form. Annual goals are directed at an employee's position and daily responsibilities. This is an