**St. John Fisher University Annual Review and Goal Setting**

**Employee Name:** Click here to enter text. **Job Title:** Click here to enter text.

**Supervisor Name** Click here to enter text. **Review Period: June 2023-May 2024**

**Part A: Discuss Annual Performance/Fisher Competencies**

*Demonstration of the Fisher Competencies is expected by all employees. Insert commentary and have a discussion on the degree to which each competency was displayed during the performance period, and the impact to Fisher as a result.*

**Student-Centered/Customer Service Focused:** Responds to student and customer requests for information and services promptly, courteously, sensitively, and effectively. Demonstrates a commitment to improving and supporting the student and customer experience. Employee comment

**Student-Centered/Customer Service Focused:** Supervisor Feedback

**Collegial:** Encourages and demonstrates teambuilding, collaboration, and inclusion. Fosters positive relationships by treating others with respect; speaks honestly and listens carefully. Conveys ideas clearly to promote understanding. Deals with conflict appropriately and in a professional manner. Displays foundational Fisher values. Employee comment

**Collegial:** Supervisor Feedback

**Accountable*:*** Completes work assignments in a timely manner, delivers high quality work, meets deadlines, and follows established policies and procedures. Demonstrates reliability, delivers on commitments, and takes ownership for actions and results. Employee Comment

**Accountable*:*** Supervisor Feedback

**Job Knowledge and Technical Ability*:*** Continues to improve skills and stays current in profession; uses technology/equipment appropriately and to increase efficiencies; leverages technology and resources in daily work. Demonstrates the knowledge and skills required to perform their responsibilities effectively and independently while displaying sound judgement. Employee Comment

**Job Knowledge and Technical Ability*:*** Supervisor Feedback

**Culture of Belonging:** Displays foundational Fisher values consistent with the University's mission and motto, "Teach me goodness, discipline, and knowledge”. Demonstrates commitment to fostering Fisher’s strategic goal to include all and exclude none. Approaches interactions with students and colleagues from a perspective of belonging. Employee Comment

**Job Knowledge and Technical Ability*:*** Supervisor Feedback

*The following competency should only be discussed for an employee with supervisory responsibilities:*

**Supervisory Skills*:*** Communicates organizational objectives and priorities. Involves employees in setting individual goals, delegates effectively and helps employees develop alternate solutions to overcome challenges. Provides honest, constructive, and timely feedback. Addresses conflicts and performance concerns swiftly and constructively. Trains and coaches appropriately. Employee Comment

**Supervisory Skills*:*** Supervisor Feedback

**Part B: Evaluation of Goals**

*Insert established 2023-24 Goals, along with commentary on the degree to which they have been achieved.*

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

*Copy/paste additional goals as needed*

**Part C: Final 2023-24 Assessment\***

*Supervisors, please indicate whether the employee has met expectations for the performance period*

**Meets Expectations – eligible for compensation increase:** Yes/No

\*No increases will be issued absent a completed performance review

**Confirmation**

*Employee: I have had an opportunity to have a development discussion with my supervisor.*

Signature and Date

**Part D: Establishment of New Goals**

*Keep this portion for your records. Goals will be evaluated at the end of the performance period*

**Employee Name:** Click here to enter text. **Job Title:** Click here to enter text.

**Supervisor Name:** Click here to enter text. **Goal Period: 2024-2025**

*Document the employee’s goals for 2023-2024. Goals may be derived from job responsibilities, department goals, and/or the University Strategic Plan.*

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

*Copy/paste additional goals as needed*