# Performance Document

EMPLOYEE NAME

**Job Title:** Employee Job Title

**Document Type:** Performance Document

**Template:** CECE Annual Performance

# Section 1 - University Goals

## Diversity and Inclusion at the University of Utah

## Safety at the University of Utah

## OneU mission at the University of Utah

**Section 2 - College/Division/Dept Goals**

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| **INVOLVED** |
| Description :  Demonstrates hustle, inclusive and respects diverse viewpoints, collaborates and brings solutions. |

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| **ADAPTABLE** |
| Description :  Thinks big, has the courage to try, embraces changes and demonstrates resiliency. Supports and implements new ideas. |

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| **GENUINE** |
| Description :  Speaks truth, delivers on promises, and cares for others and community. |

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| **Personal and Professional Development** |
| Description :  Pursues personal and professional development         |  |  | | --- | --- | |  |  | |

**Section 3 - Employee Goals**

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| **Goal 1: EXAMPLE** |
| Description :  Employee adds goal(s) and discusses with supervisor. Supervisor reviews and approves goals. This can be as few or as many goals as you would like. |

**Section 4 - Successes, Strengths**

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| **My Noteworthy Achievements** |
| |  |  | | --- | --- | |  | In this section the manager can describe what they see as the employee’s greatest accomplishments in the past year | | **Manager Comments:** |  | | **Employee Comments:** | In this section the employee can describe what they are most proud they accomplished in the past year | |

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| **Additional Comments** |
| |  |  | | --- | --- | |  |  | | **Manager Comments:** |  | | **Employee Comments:** |  | |

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| **Support I need to improve my performance** |
| |  |  | | --- | --- | |  |  | | **Manager Comments:** | In this section the manager can describe any additional support/areas of improvement they see the employee needing and how they can support the development needs the employee has identified. | | **Employee Comments:** | In this section the employee can explain how they can be helped in their development in their career with CECE and support they need to reach their career goals. | |

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**Section 5 - Overall Summary**

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| |  |  |  | | --- | --- | --- | | **Manager Rating:** | Employee evaluates employee’s overall performance (meets expectations/does not meet expectations) |  | |  |  | | | | **Manager Comments:** | In this section the manager can address any concerns not already addressed or point out any other great things about the employee. | | | | **Employee Rating:** | Employee evaluates their overall performance (meets expectations/does not  meet expectations) | | | | **Employee Comments:** | In this section the employee can address any concerns not already addressed or point out any other great things they have accomplished. | | | |

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| **Attachments** |
| Manager may attach any relevant information to the performance conversation. |
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