

FEEDBACK & DEVELOPMENT (FAD)

NARRATIVE FORM

Employee Name:	School/Department:
----------------	--------------------

Supervisor:	Date (mm/dd/yy):
-------------	------------------

JOB DEFINITION

1. Using the attached job description, evaluate and discuss the employee's job performance. Base your evaluation upon the position requirements, achievement of the goals established during the past year, and your assessment of the employee's accomplishments.

2. Which position responsibilities are viewed as most important? Why?

ACCOMPLISHMENTS

1. Are there areas of exceptional performance that should be particularly noted? Provide specific examples.

2. Are there areas of performance needing more attention or improvement? Provide specific examples.

3. Since the last review conversation, has the employee performed any new tasks or additional duties outside the scope of his/her regular responsibilities?

FEEDBACK & DEVELOPMENT FORM (FAD)

SELF APPRAISAL & DEVELOPMENT PLANNING

ACCOMPLISHMENTS

4. Which PD activities has the employee participated in since the last review?

GOAL SETTING AND PROFESSIONAL DEVELOPMENT PLAN

1. State and discuss the expectations and goals for the upcoming review period. Give examples of how these goals can be met (e.g., training).
How will you support the employee to accomplish these goals?

2. What else would help you to do your job better and provide greater job satisfaction?

3. List specific activities the employee will do in the next 12 months as part of his/her professional development:

4. What are the employee's long and short-term career goals?

5. Now that the employee's development plans are documented and approved, how will you monitor successful completion?

FEEDBACK & DEVELOPMENT FORM (FAD)

SELF APPRAISAL & DEVELOPMENT PLANNING

**HUMAN
RESOURCES**

Selkirk  College

EMPLOYEE COMMENTS