

FEEDBACK & DEVELOPMENT FORM (FAD)

SELF APPRAISAL & DEVELOPMENT PLANNING

Employee Name:	School/Department:
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Supervisor:	Date (mm/dd/yy):
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JOB DEFINITION

1. Using the attached job description, give examples of work you have done in each area. Note areas of significance including circumstances which may have helped or hindered your work.

2. Which position responsibilities do you view as most important? Why?

ACCOMPLISHMENTS

1. List your most significant accomplishments or contributions during the past year. How do these achievements align with the goals/objectives outlined in your last review?

2. Are there any areas of performance needing more attention or improvement? If so, specify.

3. Since the last review conversation, have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

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ACCOMPLISHMENTS

4. Describe professional development activities that have been helpful since last year (e.g., offsite seminars/classes, onsite training, peer training, on-the-job experience, better exposure to challenging projects).

GOAL SETTING

1. What are your goals for the coming year and what actions will you take to accomplish these goals?

2. What could your supervisor/manager, the college do to support you in doing your job and accomplishing these goals?

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

DEVELOPMENT PLANNING

1. What kinds of professional development activities would you like to do during the coming year?

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**HUMAN
RESOURCES**



DEVELOPMENT PLANNING

2. What support or information do you need to complete these activities?

3. What are your long and short-term career goals?

4. What is required to help you achieve these goals?

Employee Signature

Month / Date / Year