**Past Year's Goals & Achievements**List the goals or accomplishments that were achieved during the past fiscal year. These may include goals or accomplishments related to the employee's position or professional development goals.

|  |
| --- |
| Goal/Achievement: |
| Status: |
| Percent Complete: |
| Rating: |
| Comments: |

|  |
| --- |
| Goal/Achievement: |
| Status: |
| Percent Complete: |
| Rating: |
| Comments: |

**Competencies**  
Assess each competency using the rating scale provided. Include comments and examples to support the ratings that exceed or fall short of expectations.

**Core Competencies:**

|  |
| --- |
| **Job Knowledge** |
| Rating : |
| Comments: |

|  |
| --- |
| **Service Excellence** |
| Rating : |
| Comments: |

|  |
| --- |
| **Compliance and Accountability** |
| Rating: |
| Comments: |

|  |
| --- |
| **Communication and Interpersonal Skills** |
| Rating: |
| Comments: |

|  |
| --- |
| **Efficiency** |
| Rating : |
| Comments: |

|  |
| --- |
| **Management and Leadership** *(only for managers)* |
| Rating : |
| Comments: |

**Goals for Next Year**Managers should set at least one professional development goal that enhances the employee’s data, technology or human literacies. (For explanations of the literacies and suggested professional development opportunities [click here](https://hr.fiu.edu/employees-affiliates/professional-development/)).

A minimum of two goals must be set for each employee.

|  |
| --- |
| Goal/Achievement: |
| Comments: |
| Goal/Achievement: |
| Comments: |

**Overall Assessment (This section will be completed by the Supervisor/Manager Only)**Please provide an overall rating assessing the individual's performance for the past year. This rating reflects overall goal achievements, behavioral factors, and qualitative elements. Attach any additional information, documentation, or other relevant input supporting the overall rating.

|  |
| --- |
| Rating: |
| Comments: |