Do you have a current copy of your job description? ____________________________ (Yes or No)

Please complete the following areas:

1. **Accomplishments**: Describe those accomplishments of the past year in which you take most pride. If applicable, include steps taken toward advancing diversity and inclusion on campus.

(Enter comments here.)

2. **Competencies**: What are your skills and competencies as they apply to your job. Describe any skills and/or competencies you have developed, especially this year. Also include any online or in person training attended.

(Enter comments here.)

3. **Development Needs**: What are the professional development areas in which you believe you need to grow.

(Enter comments here.)

4. **Can you identify any improvements you would like to make in your performance in the coming year?** What assistance do you need from your supervisor and colleagues to make these improvements?

(Enter comments here.)

5. **Identify any goals and/or objectives you would like to make in support of the strategic plan for the upcoming year.** This should include those in support of **MOMENTUM**: The Strategic Plan for Adelphi University 2016 – 2021. ([http://strategic-plan.adelphi.edu/](http://strategic-plan.adelphi.edu/)).

(Enter comments here.)

Employee’s Signature: ____________________________ Date: ____________