



Employee name and title	Click or tap here to enter text.	Evaluation for the period:	[Start date] – [End date]
Supervisor name and title	Click or tap here to enter text.	Department:	Click or tap here to enter text.

GOALS AND OBJECTIVES

- A. Review Strengths and celebrate success
- B. Prepare for future achievements
- C. Growth opportunities and plan for development

CLIFTONSTRENGTHS *(log in to my.gallup.com or reference the Gallup Access app)*

Please list your Top 5 Strengths in order and be prepared to share about them:

1. Click or tap here to enter text.	2. Click or tap here to enter text.	3. Click or tap here to enter text.	4. Click or tap here to enter text.	5. Click or tap here to enter text.
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ACHIEVEMENTS AND ACCOMPLISHMENTS *(completed by employee)*

What is something you are proud of or was a great success in your role this semester?

Click or tap here to enter text.

How did your Strengths contribute to these successes?

Click or tap here to enter text.

How can we find ways for you to experience more of these wins?

Click or tap here to enter text.

RESPONSIBILITIES *(completed by employee)*

In thinking about the main responsibilities and duties in your job, what are the core job functions?

Click or tap here to enter text.

Which of your Strengths help you to perform each of these?

Click or tap here to enter text.

GROWTH OPPORTUNITIES AND PLAN FOR DEVELOPMENT *(completed by employee)*

What skills relevant to your position do you want to keep developing?

Click or tap here to enter text.

What other support do you need to complement your own Strengths? *(partnering with a colleague, support from supervisor)*

Click or tap here to enter text.

How satisfied are you with the impact you make in your role?

Click or tap here to enter text.

Are there ways in which you think you could better develop your existing Strengths that your position has not yet provided?

Click or tap here to enter text.

GOALS FOR NEXT SEMESTER *(to be completed together during the meeting)*

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

EMPLOYEE SIGNATURE _____ SUPERVISOR SIGNATURE _____

EMPLOYEE SIGNATURE _____ SUPERVISOR SIGNATURE _____

Signature		Signature	
Name	[Employee name]	Name	[Supervisor name]
Date	[End date]	Date	[End date]