



Please review your core duties and goals from the current performance cycle (July-June) and complete the questions below. This tool is used to prepare employees for upcoming performance conversations and will help to maximize this conversation. It is not required to be submitted at the close of a performance evaluation; however it can be added to the performance management system if requested by the employee.

Date:
Employee Name:
Job Title(s) / Department:
Supervisor Name:

List the core duties of your position you have focused on during the past year. Does your current position description align with the job that you are performing?

After looking back on this year's core duties and performance goals, please summarize your individual achievements and accomplishments. Provide a summary of how you would rate your performance. Please consider: <ul style="list-style-type: none">• What goals did you accomplish?• Were any goals unable to be accomplished or changed due to a shift in priority?• What are you most proud of accomplishing this year?
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Core Duties

Performance Goals

After looking back on this year's goals and core duties, describe the performance expectations that were not achieved. Please consider: <ul style="list-style-type: none">• What were the obstacles?• If appropriate, were you able to shift timeframes and/or priority levels of core duties or goals?• What could you have done differently?

Core Duties

Performance Goals

The university values are an integral part of every employee's role at Ohio State. Our values describe our expected behaviors and how we will work together to achieve our objectives. Describe how you have lived any or all of the institutional values in your core duties or goals.

What are the strengths you bring to your department, the Office of Student Life and The Ohio State University?

Describe what you believe are your critical development areas. Please consider: <ul style="list-style-type: none">• What ideas for professional development do you have for the coming year?• What are possible goals for the coming year related to your core duties and goals (task and learning)?• What information, resources, or training may be needed to ensure that you continue to grow and develop?

What could you, your supervisor, the senior leadership team, and/or the overall department do to better support you in performing your job? Please comment on all four.