



**Performance Management  
Appraisal Form**

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**Employee Name:**

**Position/Title:**

**Department:**

**Date:**

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**Completing the Performance Appraisal Form**

The performance appraisal form is designed to link employee performance to our institutional mission and values as reflected in the Ignatian tradition and to provide guidance and consistency to the performance evaluation process. It should be used to summarize and evaluate an employee's overall performance for the past year and to set [work goals and professional development goals](#) for the next year. Work goals relate to the essential functions, or primary responsibilities, of an employee's position and serve to identify results (i.e., specific tasks or projects) to be achieved. Professional development goals relate to the competencies, or knowledge, skills and abilities, that an employee needs to perform the essential functions of his/her current position and/or to prepare him/her for future career growth.

To assist you with this process, as well as with discussing performance with an employee throughout the year, [performance attributes, or competencies](#), are provided below. They describe what effective performance looks like at Boston College. Click on the links to view definitions.

Additional performance attributes/competencies may be identified by the supervisor and employee to further customize the appraisal to the employee's position.

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**Performance Attributes**

Identify those performance attributes/competencies in the following table that are most pertinent to evaluating the employee's overall performance during the past year as well as those most relevant to the goals to be established for the next year. Reference these as you complete the goals section and the supervisor's comments section of the appraisal form.

**Performance Attributes/Competencies**

<a href="#">Big Picture Perspective</a>	<a href="#">Applying Technology</a>	<a href="#">Continuous Learning</a>
<a href="#">Communication</a>	<a href="#">Valuing Diversity</a>	<a href="#">Decision-Making/Problem Solving</a>
<a href="#">Teamwork</a>	<a href="#">Openness to Change</a>	<a href="#">Customer Focus</a>
<a href="#">Productivity</a>	<a href="#">People Development</a>	
Additional Performance Attributes/ Competencies		

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**Past Year's Goals**

State work goals and professional development goals, as defined in the introductory section of this form, and list results achieved. If no goals were formally set, please cite primary accomplishments.

**Work Goals**

**Results Achieved/Primary Accomplishments**

**Professional Development Goals**

**Results Achieved/Primary Accomplishments**

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**Next Year's Goals**

List a limited number of [work goals and professional development goals](#) for the next year, as determined by supervisor and employee using the [S.M.A.R.T. goal](#) criteria, and identify specific actions needed to assist the employee in making progress. List also professional development goals that may pertain to the employee's longer term career growth and an action plan for facilitating progress.

**Work Goals**

**Actions Needed**

**Professional Development Goals**

**Actions Needed**

**Performance Summary**

The supervisor and employee should use this section of the review to make additional comments about and provide a summary of the employee's performance over the past year.

**Supervisor Performance Summary:**

**Supervisor Signature and Date:**

**Employee Performance Summary:**

**Employee Signature and Date:**

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