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| **PART I:**  **INDIVIDUAL GOALS** | **Instructions:**  Staff, faculty, and students have a shared fate. Understanding how our individual and team efforts connect with and contribute to the University’s mission, vision, and strategic goals is essential to achieving our shared aspirations for UNCG.  In broad terms, UNCG promotes transformation – *of students, knowledge, and the region*. To do this, we strive to provide a high quality educational experience that is *accessible* to a diverse population, remains *affordable and efficient*, leads to *student success*, and promotes *economic impact* and *community engagement*. Taken together, we strive for excellence and work to maintain the unique and important role that The University of North Carolina at Greensboro plays in the UNC System. As each employee crafts their individual objectives for the coming year, consider how they will contribute to our common goals: transforming students, knowledge, and the region, and maintaining our University’s legacy of providing opportunity and excellence in higher education.  Establish 3 to 5 SMART (specific, measurable, attainable, relevant, and timed) performance goals at the beginning of the performance cycle to support UNCG’s strategic goals. Goals must be mutually agreed upon and reflect the most important priorities for the performance review period. At the end of the cycle, check the appropriate rating (1-Not Meeting, 2-Meeting, or 3-Exceeding) based on the employee’s progress.  For guidance, please contact the Director for HR Business Partners and Employee Relations at (336) 334-5009 or your HR Business Partner. | | | |
| **GOAL #1 -- Title:** | |  | | |
| **Description:** | |  | **Not Meeting Expectations** |  |
| **Meeting Expectations** |  |
| **Exceeding Expectations** |  |
| **Supervisor’s Comments:** | |  | | |
| **GOAL #2 -- Title:** | |  | | |
| **Description:** | |  | **Not Meeting Expectations** |  |
| **Meeting Expectations** |  |
| **Exceeding Expectations** |  |
| **Supervisor’s Comments:** | |  | | |

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| **GOAL #3 -- Title:** |  | | |
| **Description:** |  | **Not Meeting Expectations** |  |
| **Meeting Expectations** |  |
| **Exceeding Expectations** |  |
| **Supervisor’s Comments:** |  | | |
| **GOAL #4 -- Title:** |  | | |
| **Description:** |  | **Not Meeting Expectations** |  |
| **Meeting Expectations** |  |
| **Exceeding Expectations** |  |
| **Supervisor’s Comments:** |  | | |
| **GOAL #5 -- Title:** |  | | |
| **Description:** |  | **Not Meeting Expectations** |  |
| **Meeting Expectations** |  |
| **Exceeding Expectations** |  |
| **Supervisor’s Comments:** |  | | |
| **GOAL #6 -- Title:** |  | | |
| **Description:** |  | **Not Meeting Expectations** |  |
| **Meeting Expectations** |  |
| **Exceeding Expectations** |  |
| **Supervisor’s Comments:** |  | | |

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| **PART II:**  **DEVELOPMENT GOALS** | | **Instructions:**  At the beginning of the performance cycle, establish at least one SMART (specific, measurable, attainable, relevant, and timed) development goal that supports the employee’s ability to successfully meet the individual goals and performance competencies, progress and grow in a position, prepare for a future position, and/or improve the employee’s knowledge, skills, or abilities. The goal or goals must be mutually agreed upon and reflect the most important priorities for the performance review period. At the end of the cycle, check the appropriate rating (1-Not Meeting, 2-Meeting, or 3-Exceeding) based on the employee’s progress. | | | | | | | | | | | | |
| **DEVELOPMENT GOAL #1 -- Title:** | | |  | | | | | | | | | | |
|  | | | | | | | **Not Meeting Expectations** | | | | |  | | |
| **Meeting Expectations** | | | | |  | | |
| **Exceeding Expectations** | | | | |  | | |
| **DEVELOPMENT GOAL #2 -- Title:** | | |  | | | | | | | | | | |
|  | | | | | | | **Not Meeting Expectations** | | | | |  | | |
| **Meeting Expectations** | | | | |  | | |
| **Exceeding Expectations** | | | | |  | | |
| **PART III. OVERALL PERFORMANCE RATING** | | | | | | | | | | | | | | |
| **OVERALL RATING** | | **NOT MEETING EXPECTATIONS** | |  | **MEETING EXPECTATIONS** |  | | **EXCEEDING EXPECTATIONS** | | | | |  | |
| **SUPERVISOR’S COMMENTS ON OVERALL EMPLOYEE PERFORMANCE** | | | | | | | | | | | | | | |
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| **EMPLOYEES’S COMMENTS** | | | | | | | | | | | | | | |
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| **SIGNATURES** | | | | | | | | | | | | | | |
| **Employee:** |  | | | | | | | | **Date:** |  | | | | |
| **Supervisor:** |  | | | | | | | | **Date:** |  | | | | |
| **Next Level Management:** |  | | | | | | | | **Date:** | |  | | | |
| **HUMAN RESOURCES REVIEW** | | | | | | | | | | | | | | |
| **Comments** |  | | | | | | | | | | | | | |
| **HRBP Signature:** |  | | | | | | | | **Date:** | |  | | | |