**2016 Performance Assessment**

**Western Kentucky University**

**Administrative and Professional Positions**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WKU ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe major accomplishments achieved during this appraisal period.
2. Describe goals/objectives which were “planned” but not accomplished during this appraisal period.
3. Describe career/developmental/training activities achieved during the referenced appraisal period.
4. List goals/objectives planned for calendar 2017
5. Identify any resource needs or other critical factors important to the successful accomplishment of 2017 goals/objectives.

( ) The job description has been reviewed as a part of performance assessment.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The Employee signature does not indicate agreement with this appraisal, but that the appraisal has been presented and discussed.

**Submit completed document electronically in *PDF* format to human.resources@wku.edu.**