Fiscal Year 2024 (FY24) Annual Employee Performance Self-Assessment and Goal Setting Form

Please complete this form and provide it to your supervisor prior to your annual performance appraisal discussion

Name: Click here to enter your full name ID: Click here to enter Clark ID #

Position #: Click here to enter position # Title: Click here to enter text

Department: Click here to select

Supervisor Name: Click here to supervisor’s full name Supervisor Title: Click here to enter supervisor’s title

Your completion of this self-assessment and goal setting form is an important part of the employee annual performance review process and helps to facilitate a fair and comprehensive review of your performance and accomplishments for FY24.

1. Please assess your performance during FY24 and include major accomplishments and demonstrated strengths.

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| Click here to enter text. |

1. Please comment on any challenges or barriers that you feel have prevented you from achieving goals or professional growth in your current position.

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| Click here to enter text. |

1. Please describe how these challenges or barriers can be overcome.

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| Click here to enter text. |

1. If your position has leadership or management responsibilities, please identify three major goals for yourself and/or your unit for FY25 and discuss how will you accomplish them.

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| Click here to enter text. |

1. Please list and describe up to three professional accomplishments that you either directly contributed to or achieved during FY24.

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| Click here to enter text. |

To ensure that Clark becomes a place where all students, faculty, and staff can be successful, we must share the responsibility for building a community that respects diversity and the uniqueness of others. As we work towards infusing equity and inclusion across all aspects of the University, we seek your contribution to the universities’ commitment. It is encouraged that you explore the 47 In-Progress and Ongoing [Diversity, Equity, and Inclusion Initiatives](https://www.clarku.edu/diversity-equity-inclusion-initiatives/) to determine if you can incorporate one or more initiatives as you craft your 2024-2025 performance goals.

1. Please identify professional development growth or skill-based training areas that would contribute to your success in your role.

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| Click here to enter text. |

1. How can the University and/or your supervisor support the development of your professional development and performance goals in FY25?

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| Click here to enter text. |

Other comments:

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| Click here to enter text. |

Employee Signature: Click here to enter your full name. Date: Click here to enter the date.

[ ]  By checking this box, I affirm that I am signing this document by typing my name above.