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| --- | --- | --- |
| **Employee Name:** | **Employee ID:** | **Review Period:** |
| Click or tap here to enter text. | Click or tap here to enter text. | FY[year] |

**Instructions:** This form will help you prepare for a productive discussion with your manager. This document is a tool for you to provide input to your manager and will not be retained with your performance evaluation.

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| Part 1: What did you achieve (key accomplishments and contributions)? Describe your most important accomplishments during the current evaluation period. Describe the impact those accomplishments had and the contributions you made to important goals and priorities, including those supporting sense of belonging, equitable opportunities, and access. |
| Comments: Click or tap here to enter text. |
| Part 2: How did you achieve the results (role-related knowledge, skills, abilities, and other characteristics)? Describe your knowledge, skills, abilities, and other characteristics that were most important in accomplishing your goals and priorities. Important elements of how we do our work are captured in the University’s competency model, [ERVECA](https://erveca.ltd.umn.edu/), with emphasis on equity and diversity within [individual contributor](https://docs.google.com/uc?id=0Byxb9AgIMZ-3MTNLbE43VFdZbW8) and [supervisor](https://docs.google.com/uc?id=0Byxb9AgIMZ-3UFROSFhFNlEyOHM) roles. |
| Comments: Click or tap here to enter text. |