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| **Name** |  | | **Unit** |  | | | |
| **Job Targets** | | **Major Strategies** | **Performance Indicator** | | **6 Month Evaluation** | | **Final Evaluation** |
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| **Evaluator’s Comments**: | | | | | | | |
| **Employee’s Signature**: | | | | | | **Date**: | |
| **Supervisor’s Signature**: | | | | | | **Date**: | |

Instructions:

1. List no more than 10 job targets for the planning cycle. Targets should be major tasks that go beyond normal day to day operations. For example, hiring faculty or staff is a typical job expectation of deans whereas developing a new assessment program is not.
2. Job targets should be expressed as a product or outcome. Use action verbs like create, implement, produce, resolve, increase. However, action verbs do not always produce acceptable targets. For example, “Serve on the strategic planning committee” doesn’t produce a product, whereas “create a planning process for academic affairs” is an acceptable target because it produces a specific product/outcome.
3. List the major strategies that you will use to address the target. Although you may have many ideas, only list a couple (maximum of 4) to illustrate your action plan.
4. To fairly evaluate your performance we need to agree on how we will both know when you have accomplished the target. Therefore, in the column labeled evidence, one or more performance indicators that can be used to measure the completion of the target. Examples: Target: Increase the number of international students attending WCU; Performance Indicator: Fall 06 attendance = 120. Target: Implement an assessment program for the College; Performance Indicator: All Departments have acceptable assessment plans on file, No less than 8 departments have filed assessment reports to demonstrate implementation.