

EMPLOYEE DEVELOPMENTAL PLANNING QUESTIONNAIRE

Flow Chart Steps #2, 3 & 6

Name: _____

Date: _____

Dept: _____

1. List your major accomplishments for the past year.
2. Discuss any areas that you wish you had done better or more in the past year
3. What are your major goals for the coming year?
4. What do you need in order to meet your goals?
5. Where do you need or want to make improvements next year?
6. What do you need to accomplish those improvements?

7. What barriers do you regularly encounter that prevent you from doing the best job possible?

8. What questions or concerns do you have about your job description or job duties?

9. How does your job relate to departmental Institutional Effectiveness goals and objectives?

10. What other job-related issues would you like to discuss?

Comments:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**TEXAS A&M UNIVERSITY-KINGSVILLE
PERFORMANCE MANAGEMENT REVIEW**

(Flow Chart Step #2)

PART I: EMPLOYEE DATA		
<hr/> Employee	<hr/> Social Security Number	
<hr/> Title	<hr/> Time in Position: Years Months	
<hr/> Department		
<hr/> Supervisor	<hr/> Review Period: From To	

PART II: JOB DESCRIPTION
Refer to Employee Position Analysis Questionnaire (PAQ) and Attach Copy

PART III: EMPLOYEE S*M*A*R*T GOALS AND OBJECTIVES		
(Use form on following page)		
S	SPECIFIC	Goal is stated in terms of specific results.
M	MEASURABLE	Measurable in terms of quantity, quality, & time.
A	ATTAINABLE	Consistent with employee's level of responsibility, authority, and skills.
R	RELEVANT	Compatible with departmental Institutional Effectiveness goals and objectives.
T	TRACKABLE	Defined in behavioral terms and monitored.

