

# “CU Give Feedback” Form

<b>Employee Name:</b>	<input type="text"/>	<b>Supervisor Name:</b>	<input type="text"/>
<b>Employee ID #:</b>	<input type="text"/>	<b>Supervisor ID #:</b>	<input type="text"/>
<b>Title:</b>		<b>Title:</b>	
<b>CU Hire Date:</b>		<b>Department:</b>	
<b>Appraisal Period:</b>	01/01/2023-12/31/2023	<b>Length of time you have supervised employee</b>	
		<b>Years:</b>	_____ <b>Months:</b> _____

The CU Give Feedback Form is used for employees categorized as Regular or Limited Term “Staff” or “Administrator”.

Productive feedback meetings are two-way conversations that provide time to reflect on achievements, to plan for the future, and which result in a shared sense of clarity and purpose. In order for you to prepare for a successful conversation, if the employee completed a self-appraisal, it will be helpful for you to review it prior to completing this form.

Using the January 01, 2023 to December 31, 2023 timeframe, please reflect upon this employee’s accomplishments and developmental potential, and then identify at least one goal with outcomes for next year. As you do so, think about ways in which you can assist this employee in their development, and by so doing, to align their efforts with your department’s deliverables.

The deadline to complete, sign, and submit this form to Human Resources is Friday, March 1, 2024 at 5:00 PM

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**Accomplishments**: Describe, with examples, the employee’s major accomplishments (including but not limited to proposals, assignments completed, reports and presentations, significant results; etc.) during the appraisal period.

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**Developmental Potential:** Can you identify an area, or areas, where additional development can unleash this employee’s true potential? These could be in technical skills development, or in self-skills development such as interpersonal skills, organizational and time-management skills, etc. How will you assist your employee in this development?

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**Goal Alignment:** Identify at least one goal that is aligned to your departmental deliverables, and that you want this employee to accomplish in the next year. How will you as a supervisor contribute to this employee’s success?

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OVERALL PERFORMANCE RATING				
UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	OUTSTANDING
Work performance is inadequate and fails to meet the standards of performance required for the position. Performance at this level cannot be allowed to continue.	Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.	Work performance consistently meets the standards of performance for the position.	Work performance consistently exceeds the standards of performance for the position.	Work performance is consistently and significantly superior to the standards of performance required for the position.
<p><b>Place and “X” in the box which describes the employee’s overall performance rating.</b></p> <p><b>Important:</b> If an employee’s overall performance is rated as either “Unacceptable” or “Improvement Needed”, please contact <a href="#">Employee Relations team</a> in the Office of Human Resources prior to meeting with the employee.</p>				

<b>Employee Signature:</b> _____ <b>Date:</b> _____
I have read and discussed this evaluation with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with either the appraisal or the contents.

<b>Supervisor</b>	<b>Department Head</b>
<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>