



Employee's First and Last Name:

Review Period:

June 1,

-May 31,

## Employee Input Document

While it is a supervisor's responsibility to set expectations for their employees, receiving input from employees on what they do day-to-day as well as what they think some goals for their position might be is a great way to start planning for the performance year. This document can be used for that purpose during both the Planning Phase and the Check-in Phase of the Performance Management Process.

### Instructions:

- **Employee Self-Planning:** List as few as five and up to ten Position Responsibilities & Supporting Duties / Position Goals / Previously Identified Development Needs in the Employee Self-Planning section.
  - When complete, name your form: *lastname\_firstname\_Planning\_year* (ex: Petrie\_George\_Planning\_2020).
- **Updates for Planned Check-in:** Date and update or adjust any of the Position Responsibilities & Supporting Duties /Position Goals / Previously Identified Development Needs added during Planned Check-In. Additions may be made at this time as well.
  - When complete, name your form: *lastname\_firstname\_Check-in\_year* (ex: Petrie\_George\_Check-in\_2020).

#### 1. Employee Self-Planning:

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

#### Updates for Planned Check in:

Date:

Add changes to this expectation:

Continues on the follow page...





**2. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

**Updates for Planned Check in:**

Date:

Add changes to this expectation:

**3. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

**Updates for Planned Check in:**

Date:

Add changes to this expectation:

**4. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:



**Updates for Planned Check in:**

Date:

Add changes to this expectation:

**5. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

**Updates for Planned Check in:**

Date:

Add changes to this expectation:

**6. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

**Updates for Planned Check in:**

Date:

Add changes to this expectation:



**7. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

**Updates for Planned Check in:**

Date:

Add changes to this expectation:

**8. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

**Updates for Planned Check in:**

Date:

Add changes to this expectation:

**9. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:



AUBURN UNIVERSITY

**Updates for Planned Check in:**

Date:

Add changes to this expectation:

**10. Employee Self-Planning:**

Add a Position Responsibilities & Supporting Duties/Position goal/Previously identified development need:

**Updates for Planned Check in:**

Date:

Add changes to this expectation: