**Staff Performance Annual Review**

**Employee Name:**  **Employee ID:**

**Supervisor Name:**

**Fiscal Year review period:** FY 24-25 (June 2024 to May 2025)      **Date of Review:**

**St. Olaf College Mission Statement**

St. Olaf College challenges students to excel in the liberal arts, examine faith and values, and explore meaningful vocation in an inclusive, globally engaged community nourished by Lutheran tradition.

**My Goals, Objectives and Results** (“The WHAT”) - List your 3-5 goals for the coming year (including note about timeline and expected outcome) Complete in July/August 2024

*Goals are an achievable outcome that is broad and long-term. Objectives define measurable actions in the short term to achieve the goal.*

1. **College-wide Goal: How will I contribute to Community & Belonging at St. Olaf?**

1. Text
2. Text
3. Text
4. Text

**Goals Review** (Complete in April/May 2025)

Please review performance in light of the college mission, the goals and objectives listed above and job description, identifying results and challenges.

**Employee’s Review of Performance**

**Supervisor’s Review of Performance**

**Competencies:  HOW you work with others to achieve results?**(Complete in July/August 2024)

Employee and Supervisor will agree to three of the following that best apply to the role, and the situation

* Respect
* Collaboration
* Learns and Adapts
* Motivates and Inspires others
* Resilience
* Innovation
* Strategic
* Teamwork
* Communication
* Other competencies as agreed upon

1.

2.

3.

**Competencies Review** (Complete in April/May 2025)

Please provide examples of behaviors that support these foundational competencies, commenting on strengths and opportunities for improvement during this evaluation period.

**Employee’s Review of Performance**

**Supervisor’s Review of Performance**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Next Level Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_