

Employee's First and Last Name:	Review Period:	June 1,	-May 31,	
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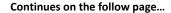
Employee Input Document

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:







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:	





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:	

