

# End of Year Performance Review Form

Below are some sample questions managers and employees may use to structure the End-of-Year Conversation.

- What goals or accomplishments were achieved? Which was most impactful to the department/College?
- What are challenges that got in the way of accomplishing your goals/tasks? What resources or support do you need that will enable you to be more effective in your role?
- How did the use of competencies positively influence performance?
- What are some recommended performance and development goals/expectations for the coming year?

## Year-End Review Feedback

**Employee:** Review each goal/expectation and/or development activity and describe what was accomplished during the year. Employees are encouraged to examine and document not only “what” was accomplished, but also “how” the work was approached using Bryn Mawr’s competencies.

**Manager:** Review each goal/expectation and/or development activity when summarizing the past year. In addition to what was accomplished, the manager should also describe how the job was performed using the behaviors described by Bryn Mawr competencies.

**Overall Performance Summary - Summary comments**

**Goal Setting - Briefly describe recommended goals/expectations for the coming year.**

**Employee Acknowledgement**

Please review the content of your Year-End review and acknowledge with your signature.

Employee's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Manager Acknowledgement**

Please acknowledge completion of the Year-End review process with your signature.

Manager's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_