|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** |  | | | **Position/ Title:** |  | | | |
| **Manager Name:** |  | | | **Department:** |  | | | |
| **FY20 Goals/Priorities:** | | | | | | | | **Direction** |
|  | | | | | | | |
| **Alignment with FY20 Team Goals/Priorities (if applicable):** | | | | | | | |
|  | | | | | | | |
| **FY20 Professional Development Plans:** | | | | | | | |
|  | | | | | | | |
| **Innovative Ideas to Consider (Optional):** | | | | | | | |
|  | | | | | | | |
| **Manager and employee decide how frequently to meet throughout the year. Use this section to document the dates of performance conversations and any notes/key highlights from those discussions.** | | | | | | | | **Connection** |
|  | | | | | | | |
| **Annual Summary:** | | | | | | | | **Reflection** |
| **Employee:** Document your performance and progress made towards your goals and professional development plans over the past year. Include contributions you made to your team and/or to the organization. | | | | | | | |
|  | | | | | | | |
| **Manager:** Document what the employee accomplished, how they approached their work, progress made towards goals and professional development plans, and contributions made to the success of the team/organization. If applicable, include areas for improvement that were discussed with the employee, and progress made towards improvement. *Note: This should not be used to document performance issues that have not been discussed with the employee. Please consult Human Resources if you have any questions.* | | | | | | | |
| **Overall Rating:** For FY20, managers will upload the completed Performance Conversations form and enter an overall rating in PeopleSoft. Ratings should be discussed with the employee in advance. Information about ratings can be found in the **FY20 Ratings** chart *(*<https://hr.harvard.edu/performance-management>*)* | | | | | | | |
| **FY21 Goals/Priorities** | | | | | | | | **Direction** |
|  | | | | | | | |
| Year End Performance conversation date: | | |  | | | | | |
|  | | To complete the process, the manager uploads the final FY20 Performance Conversations form and selects an overall rating in PeopleSoft. The employee then reviews the document and rating, and acknowledges the annual evaluation in PeopleSoft. Completion of the process serves as electronic signatures; therefore, signatures are not required on this form. | | | |  |  | |