

To: Immediate Supervisor
From: Employee
Date: Date Submitted
Re: **2008/2009 Individual Annual Report**

Introduction (optional) – The following report outlines accomplishments from the [2008-2009] year as related to my performance program and the primary areas of 'Effectiveness in Performance,' 'Professional Ability,' and 'Effectiveness in University Service and Growth.' Where applicable, I have included related assessment measures that indicate success or a positive impact in my responsibilities.

Effectiveness in Performance – Dependability and reliability, initiative and flexibility, job knowledge, and quality of work.

Brief summary paragraph (a few sentences), if applicable.

- Provide bulleted list highlighting demonstrated effectiveness, such as accomplishments, improvements and their impact, assessment related feedback illustrating successes, activities, training and its impact, and achievements related to performance program.

Professional Ability – Effective communication, leadership, planning and organization, creativity in approaching responsibilities, and problem-solving.

Brief summary paragraph, if applicable.

- Provide bulleted list outlining professional ability, such as conference presentations, new processes to address 'old' problems, system or process implementations or enhancements, notable successes or awards received, and invitations to present or share knowledge.

Effectiveness in University Service and Continued Growth – Contributions to the college and college community as well as examples of professional development.

Brief summary paragraph, if applicable.

- Bulleted list of committee work, presentations on campus, participation and attendance at professional conferences, involvement with professional associations.

Progress on Short-Term and Long-Term Performance Program Objectives – Summary paragraph here.

(Total report should be no more than 2 pages.)