**Employee Name:** Click or tap here to enter text.

**Banner ID:** Click or tap here to enter text.

**Employee Position:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Manager:** Click or tap here to enter text.

**Instructions**

As you reflect on the review period from July 2024 to June 2025, please provide a summary overview of your performance including a review of goals/accomplishments, overall contributions, challenges, and areas for improvement.

The appraisal process should be completed by Friday, August 29. Fully completed and signed forms by both the employee and the supervisor/manager should be returned via the form entry found here: <https://www.dickinson.edu/xfp/form/472>. The form link is also available on the "employee" channel of the Gateway.

**Overall Comments for the Review Period**

**Employee’s Self-Reflection:**

Click or tap here to enter text.

**Manager’s Reflection:**

Click or tap here to enter text.

As part of the performance meeting discussion, please list established goals. 

**Goals for the next review period**

Click or tap here to enter text.

**Verification of Appraisal**

By electronically signing the form on the final page, you agree that you have completed your stage of the appraisal process. Your signature does not necessarily indicate agreement with content.

**Employee Signature:**

Click or tap here to enter text.

**Date:**

Click or tap here to enter text.

**Manager Signature:**

Click or tap here to enter text.

**Date:**

Click or tap here to enter text.

**Department/Divisional Leadership Comments/Approvals (Optional)**

Click or tap here to enter text.