

Confidential Request for Performance Feedback of

Purpose: An optional tool that managers may use to gather feedback from others as they prepare the performance evaluations of direct reports. Managers/supervisors should speak with their direct report to let them know the feedback will be requested and to ask for suggestions for internal stakeholders, leaders, or colleagues with whom they interact. It is optional for managers to use and optional for those being requested to provide feedback, as an additional tool that does not replace the UNeVal performance appraisal.

Managers/Supervisors utilizing this form agree to the following: The feedback provided below will be used in a responsible and respectful way. The names of individuals providing feedback will not be included in the performance evaluation. Any specific examples provided will be used for discussion purposes only in support of feedback the employee has been given in appraisals, discussions, or coaching. Information will be rolled-up with other feedback, direct manager observation, performance results, etc. to identify trends, both positive and developmental to share during discussion with the employee.

1. What are they doing well that supports you and/or your unit?
2. What area(s) could they improve upon in support of you and/or your unit?
3. Do you have any additional comments or suggestions that would support this person's success in contributing to your team, as well as their own development?

Please return this form by _____ to _____ . Thank you.