|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *UNH_Primary_Horiz_CMYK*  ***Annual Review Coaching Feedback*** | | | | | | | | | |
| USNH Employee ID # | |  | | | | Department | | |  |
| Employee Name | |  | | | | | | | |
| Hire Date | |  | | | | Job Title | | |  |
| Review Date | |  | | | | Your Name | | |  |
| ***See next page for a guide on how to complete this form.*** | | | | | | | | | |
| **Strengths (List 3 in order of priority)** | | | | | | | | | |
| *#1: Competency Headline* | |  | | | | | | | |
| *Clarifying Statement* | |  | | | | | | | |
| *3 Examples & Impact* | |  | | | | | | | |
| *#2: Competency Headline* | |  | | | | | | | |
| *Clarifying Statement* | |  | | | | | | | |
| *3 Examples & Impact* | |  | | | | | | | |
| *#3: Competency Headline* | |  | | | | | | | |
| *Clarifying Statement* | |  | | | | | | | |
| *3 Examples & Impact* | |  | | | | | | | |
| **Opportunities for Improvement (List 3 in order of priority)** | | | | | | | | | |
| *#1: Competency Headline* | |  | | | | | | | |
| *Clarifying Statement* | |  | | | | | | | |
| *3 Examples & Impact* | |  | | | | | | | |
| *#2: Competency Headline* | |  | | | | | | | |
| *Clarifying Statement* | |  | | | | | | | |
| *3 Examples & Impact* | |  | | | | | | | |
| *#3: Competency Headline* | |  | | | | | | | |
| *Clarifying Statement* | |  | | | | | | | |
| *3 Examples & Impact* | |  | | | | | | | |
|  | | | | | | | | | |
| **Review of Prior Year’s Goals (general comments on developmental and professional goal attainment)** | | | | | | | | | |
|  | | | | | | | | | |
| **Goals for the Upcoming Year (List & Describe at least 3)** | | | | | | | | | |
| **Specific – Measurable – Attainable – Realistic – Time bound** | | | | | | | | | |
| **Goal #1** | | | **Goal #2** | | | | **Goal #3** | | |
| **S**  **M**  **A**  **R**  **T** |  | | **S**  **M**  **A**  **R**  **T** |  | | | **S**  **M**  **A**  **R**  **T** |  | |
|  | | | | | | | | | |
| **Summary/General Comments** | | | | | | | | | |
|  | | | | | | | | | |
| **Supervisor Signature/Date:** | | | | | | | | | |
| **Employee Signature/Date:** | | | | | | | | | |
| **Manager Signature/Date:** | | | | | **Director Signature/Date:** | | | | |