**Guide: Coaching for Performance - Introductory Period Employee Input**

**The Process**

Complete the **Introductory Employee Input** form in advance of the first of your two feedback meetings with your Supervisor. *(Your supervisor is responsible for scheduling these meetings*.)

The first feedback meeting is your opportunity to share what you prepare on the form. You are in complete control of what you elect to share. During the meeting use the form as a reference and share your information ***orally***. It is important that you not give the Supervisor the form in advance of the meeting or any time during the meeting. He/she should hear the information directly from you and not be reading ahead. Your Supervisor may ask clarifying questions or take notes. Give your Supervisor a copy of the form at the end of the meeting.

**Form Elements**

**Accomplishments:**

List and describe any accomplishments achieved during your Introductory Period. Try to be specific and include details.

**Challenges:**

List and describe any challenges that have occurred during this period. Try to be specific and include details.

**Personal Growth:** Use this section to comment on *New Skills/Competencies Acquired; Important Experiences Gained; Relationships Built That Aid Productive Capability* – and/or other areas that pertain to your personal growth.

**Career Aspirations:**

Think about the future direction of your career including future skill attainment. Career aspirations might include: taking on a new role within the department or elsewhere; increased responsibilities; enrolling in classes, workshops or other training; or attaining licenses/certifications/degrees. Whatever your aspirations for your career direction, please share them with your supervisor so he/she will be aware and have the opportunity to support you.

**Review of Initial Goals:**

Please list any goals you were given during your introductory period and your progress in achieving them.

**Goals for the Upcoming Year:**

Be sure to use the S.M.A.R.T Goals format. Provide a least 3 goals for the upcoming year. Your goals will be finalized in the second feedback meeting. This is an essential piece to your successful performance at UNH. Please take some time to think about your goals and do not leave this section blank.

**S**pecific: What, why, and how?

**M**easureable: How will you measure?

**A**ttainable: Is it possible in your current circumstances?

**R**ealistic: Are you willing and able, do you have the resources needed?

**T**ime bound: Schedule and/or deadline?

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