

## 2024-2025 Performance Review

### Guide for Completing Performance Review

**Summary:** The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

**Who should complete:** GRC staff, managers, and supervisors. Staff with less than 6 months' direct GRC experience may not have enough work experience to warrant full completion of page 1. In these instances, please still complete the sections on pages 2-6.

#### Section Overview:

- **Accomplishments:**
  - Provide accomplishments, outcomes, and job-related behaviors related to expectations for the review period and may include milestones/progress on goals.
- **Challenges:**
  - Provide challenges and areas for opportunities related to expectations for the review period. Comments may include development needs.
- **CliftonStrengths**
  - Follow instructions provided. Please contact Mark Brown, [mbrown@greenriver.edu](mailto:mbrown@greenriver.edu) with questions or concerns.
  - CliftonStrengths is Gallup's rebranded name for the StrengthsFinder 2.0 assessment. If you've completed a StrengthsFinder assessment, you already have your CliftonStrengths top 5 information.
  - **There is a cost associated with the assessment, so if you don't have the funds, you can bypass this section.**
- **Work Planning:**
  - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan, as well as the DEI Strategic Plan as you develop this component. Green River College encourages the use of SMART format for writing goals:
    - **Specific**
    - **Measurable**
    - **Ambitious and Achievable**
    - **Results-based**
    - **Time-bound**
- **Diversity, Equity, and Inclusion:** As we continue our work toward becoming an anti-racist campus, it is essential to be actionable and deliberate in our professional growth.
  - Please provide examples of actionable steps you have taken to move the needle forward in our DEI efforts.
- **Professional Development:**
  - Green River College supports growth, professional development, and encourages staff to seek these opportunities both at work and on their own. Provide possible suggestions/activities. Professional development can include continuing education, research, skill-based training, and more.
    - For some ideas, please contact Learning & Innovation.