

**University of Dubuque**  
**Employee Progress Report**

*(Note: The completion of this form is intended to provide employees with a means to identify topics for discussion during the Performance Review meeting).*

Employee Name \_\_\_\_\_ Department \_\_\_\_\_  
(Print: Last, First)

Date of Performance Planning & Review Report \_\_\_\_\_

Performance Planning & Review Period \_\_\_\_\_ to \_\_\_\_\_

- ❖ Working through each of the goals in your Performance Plan, think about the progress you made and what helped or hindered you in attaining that specific goal. Try to note more than just “Met” or “Did Not Meet.” Think of the things you accomplished. Share what you consider to be your strengths as well as any areas you think you could improve.
  
- ❖ What made you feel especially good about how you did your job during this past Performance Planning & Review period?
  
- ❖ Describe the overall skills and knowledge you have attained or enhanced during this past Performance Planning & Review period.
  
- ❖ What role did the specific Job Success Factors play in your accomplishments?
  
- ❖ Identify areas that you think that you might have done better and provide examples of what you might have done differently.
  
- ❖ Describe any training opportunities and/or tools/equipment that could have been provided for you which could have helped you to be more efficient and/or productive in achieving your goals.