PC members
Having recently completed the 360 evaluation, and keeping with the intent of moving evaluations earlier in the year, I am asking each of you to set up an appointment to discuss your annual evaluation with me. Prior to setting the appointment, each of you need to do the following:
1. Complete the annual "state of your division" report, along with goals for next year and an analysis of completion of last year's goals.
2. Review your 360 evaluation report. Following the guidance in the preface to the report, do the following:
   a. Identify 1-3 strengths and why you think that these are your strengths.
   b. Identify the 2-3 areas of performance needing a development plan, as indicated by the perceptions from the 360 report. Prepare goals that are specific, measurable, attainable, realistic and time-bound.
I would like to receive the material in advance of the meeting with you, so that I can be prepared to discuss the report with you.
Flavius