



Cooperative Institute for Research in Environmental Sciences  
University of Colorado **Boulder**

## Effective Annual Summary of Accomplishment (ASA) meetings

This document will help you prepare for your annual ASA meeting with your direct reports. Remember that this meeting should be focused on constructive feedback, learning and growing together, and celebrating achievements. Make sure to acknowledge that goals may have shifted, due to team changes or funding challenges this year, which could impact deliverables and team dynamics. You might also take time to discuss how these changes may have had personal as well as professional impacts on employee performance.

*Note: For any employees or supervisors who may be departing CIRES during this ASA season (June - August), CIRES HR requests that you complete an ASA summary and rating. This can be an abbreviated version as long as it captures a rating and brief review. Completing the ASA allows CIRES to have a performance review on file for you/your direct reports, which can be of benefit if departure dates change, or if you/your direct reports move to another position within the CU system. The rating sheet itself is part of your permanent CU personnel record and will be required if you or a direct report maintains an active, merit eligible appointment. For those of you with potential departure dates before the end of the ASA period of performance, please complete this process before your potential departure date even if it is a bit early.*

### Before the ASA meeting

Work with your direct report to identify if there are other individuals that should attend the meeting to give feedback. If possible, provide a summary or brief write up of your thoughts about the past year for your direct report to review at least a day before the meeting. This can be a full write up, but should be a draft allowing for iteration after your meeting. Prepare a list of questions (1-2 for each topic below) and send them to your direct report at least one week in advance. Suggested questions are below.

#### **Overall Performance**

Example questions: Are you happy with your current role? What accomplishments this quarter are you most proud of? Which goals did you meet? Which goals fell short? What motivates you to get your job done? What are your ideal working conditions to be the most productive?

#### **Employee Strengths**

Example questions: What personal strengths help you do your job effectively? What makes you the best fit for your position? What skills do you have that you believe we could use more effectively? What kind of work comes easiest to you?

#### **Areas of Improvement**

For questions about this process, contact CIRES HR ([cireshr@colorado.edu](mailto:cireshr@colorado.edu))



Cooperative Institute for Research in Environmental Sciences  
University of Colorado **Boulder**

---

**Example questions:** What goals/deliverables were you least proud of? Why? How will

you do those differently in the future? What 2-3 things will you focus on in the next year to help you grow and develop? What can I do to help you better meet your goals?

### ***Current Role***

**Example questions:** Which job responsibilities/tasks do you enjoy most? Which do you least enjoy? How do you think your role helps the institute succeed? What do you like least about your current role? What would you change? What do you like most about working for this company?

### ***Future Outlook***

**Example questions:** What are your most important goals for the next year? What do you want your next position at this college/university to be? How would your responsibilities change? What professional growth opportunities would you like to explore in order to get there? What type of career growth is most important to you?

### ***Manager-Employee Relationship***

**Example questions:** What (if any) concerns do you have about giving me feedback? How can I alleviate those concerns? How do you prefer to receive feedback and/or recognition for your work? What are two to three things could I do differently to better manage you? What do I do that is most/least helpful for you when it comes to completing your work? What did you appreciate most about your relationships with previous supervisors, in terms of setting expectations and communicating? What can we do to improve our relationship?

## **During the ASA meeting**

Start with a holistic review of the year, allowing the employee to share their prepared responses to your questions. Make sure that the conversation doesn't focus on one particular success or failure; this review should be comprehensive and give an overview of the whole year. Give your employee feedback on their strengths and areas for growth. Leave time to create goals for the upcoming year, making sure that they are specific, measurable, actionable, relevant and timely ([SMART goals](#)).

## **After the ASA meeting**

Using your notes from the meeting, prepare your write-up for the evaluation and share it with your employee before submitting to Inside CIRES. Make sure that there is alignment on next year's goals as well!

For questions about this process, contact CIRES HR ([cireshr@colorado.edu](mailto:cireshr@colorado.edu))