**Appendix A- Revised Form**

**Employee Performance Planning and Review Summary**

|  |  |
| --- | --- |
| Employee Name |  |
| Position |  | Department |  |
| Appraisal Period Covered: | From: |  | To: |  |

|  |  |
| --- | --- |
| **Results from Previous Year’s** **Goals** | **Results** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |

|  |  |
| --- | --- |
| **Planning New Goals** | **Performance Criteria** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |

**Employee’s Strengths/ Accomplishments**

|  |
| --- |
|  |

**Areas that Require Improvement**

|  |
| --- |
|  |

**Learning/ Development Plan**

|  |
| --- |
|  |

**Overall Rating and Comments:**

**Employee Comments:**

**I have read and discussed this appraisal with my supervisor.**

|  |  |  |
| --- | --- | --- |
| Signature of Employee |  | Date |
|  |  |  |
|  |  |  |
| Signature of Supervisor |  | Date |
|  |  |  |
|  |  |  |
| Signature of Vice President |  | Date |
|  |  |  |