

STRENGTHS & ACHIEVEMENTS

Identify accomplishments, contributions, major goals attained, knowledge and skill development, etc.

FACTORS THAT HELPED OR HINDERED THE ABILITY TO DO THE WORK

Identify factors that helped or hindered the employee's ability to perform his/her job duties.

AREAS FOR DEVELOPMENT: "THE WORKPLAN"

Identify any performance standards that were not met and outline a plan. Follow up with the employee on his/her progress with the plan until appropriate and sustained progress is made.

GOALS FOR THE UPCOMING YEAR

List major work and knowledge/skill development goals for the coming year. Evaluate attainment of these goals next year.

EMPLOYEE FEEDBACK & SIGNATURE

In signing this form, I am indicating that I have read the evaluation/assessment and discussed it with my Supervisor. My signature does not necessarily signify that I agree with the evaluation, but that the evaluation has been reviewed with me.

Employee Signature

Date

SUPERVISOR COMMENTS & SIGNATURES

This evaluation has been completed by:

Supervisor Signature

Date

This evaluation has been reviewed by:

Department Head/Dean Signature

Date