



Performance Evaluation Form

Employee: _____

Classification/Title: _____

Department: _____

Evaluator/Supervisor: _____

Appraisal Period: _____ to _____

Evaluation Type: Probationary Permanent

Objective: The annual performance evaluation is an opportunity to review accomplishments, provide feedback, set goals and identify personal and professional development for the next year. The annual evaluation is a part of the on-going process of performance management and coaching.

GOALS AND PRIMARY RESPONSIBILITIES – Based on current position description and accountabilities

Rating Code: D = Does Not Meet Expectations M = Meets Expectations E = Exceeds Expectations

Up to 5 key goals or primary responsibilities from the past year			
Goal or Responsibility #1:	D <input type="checkbox"/>	M <input type="checkbox"/>	E <input type="checkbox"/>
Results:			
Goal or Responsibility #2	D <input type="checkbox"/>	M <input type="checkbox"/>	E <input type="checkbox"/>
Results:			
Goal or Responsibility #3	D <input type="checkbox"/>	M <input type="checkbox"/>	E <input type="checkbox"/>
Results:			
Responsibility #4	D <input type="checkbox"/>	M <input type="checkbox"/>	E <input type="checkbox"/>
Results:			
Responsibility #5	D <input type="checkbox"/>	M <input type="checkbox"/>	E <input type="checkbox"/>
Results:			

NEXT YEAR'S GOALS

Identify 1 to 3 goals for next year.

EMPLOYEE PROFESSIONAL DEVELOPMENT PLAN

Knowledge, skills, or abilities to be developed over the next year.

Development activities (stretch assignments, training, or other activities.)

SUPERVISOR SUMMARY

Highlight employee's key accomplishments and opportunities for growth.

Position Description Review. A review of the position description is to be completed each year, with the understanding that it should be revised if the position changes. If there are significant changes, a signed copy must accompany the completed Performance Review and submitted to the human resources office by the due date. *Minimally, the position description should be updated, signed, and turned into HR every three years.*

The current position description is an accurate reflection of the current responsibilities.

The position description is revised to reflect changes in the position.

The position description is updated because it is three years old.

This performance evaluation has been discussed with me and I have had the opportunity to provide my input. I understand that I may include a written statement with this form that will be retained in my personnel file.

Employee: _____

Date: _____

Rater: _____

Date: _____

Rater's Supervisor: _____

Date: _____