



**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