

Employee Performance Evaluation

Employee:	Job Title:	Rating Period From: To:
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EMPLOYEE SECTION (To be completed by the employee)

Significant Accomplishments, since last reporting period.	Goals, for the next reporting period.
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

SUPERVISOR SECTION (To be completed by the supervisor)

Basic Job Responsibilities:	Supervisor Comments and Recommendations:

Comments:

The employee's signature certifies that the basic responsibilities listed above accurately reflect the responsibilities of his/her job during the rating period. It also certifies that this rating has taken place. It does not necessarily indicate that the employee agrees with the evaluation of these responsibilities, and should the employee disagree, he/she has the right to submit a memo to his/her personnel file within ten (10) days.

Employee's Signature:	Date:
Supervisors Signature:	Date: