

NAME		TITLE		PERFORMANCE REVIEW FORM					
DEPARTMENT		EMPLOYMENT DATE	DATE OF REVIEW				4. EVALUATION		
REVIEW TYPE: <input type="checkbox"/> PROBATION <input type="checkbox"/> ANNUAL <input type="checkbox"/> QUALIFYING <input type="checkbox"/> OTHER		REVIEW PERIOD							
1. JOB DUTIES	2. PERFORMANCE EXPECTATIONS AND STANDARDS	3. PERIODIC FEEDBACK		BELOW STANDARDS	MEETS STANDARDS	EXCEEDS STANDARDS			
		OBSERVATIONS (EVALUATION)	SPECIFIC ACTIONS FOR IMPROVEMENTS (GOALS)						
REVIEWER'S COMMENTS: (Attach additional pages as needed)		EMPLOYEE'S COMMENTS: (Attach additional pages as needed)		OVERALL					
REVIEWER'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE		DATE					
		DEPARTMENT CHAIR'S SIGNATURE:		DATE					

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