



Support Employee Evaluation – Performance Feedback

This form is intended to be utilized when collecting evidence and providing feedback to the employee on their job performance. A minimum of ONE form should be completed for each employee. This form does not need to be submitted to Human Capital, however should be kept in the employee’s file for your records.

Employee Name:			
Department/ School:		Position:	
Person Completing Evaluation Form:			
Employee Performance			
Areas of Success			
List two areas for success for the employee.			
1.			
2.			
Areas of Improvement			
List two areas for improvement for the employee.			
1.			
2.			
Action Plan for Improvement (Complete with employee.)			
Signatures & Date <i>Signature does not necessarily indicate agreement with the observation form.</i>			
Employee Signature:		Date:	
Manager Signature:		Date:	