



****(Please complete and submit one week prior to your scheduled evaluation appointment.)***

Employee Information

Employee Name:

Job Title:

Date:

Department:

Reports to:

Review Period:

Goals

Describe the goals you had set out to accomplish for this time period:

Which goals did you accomplish?

Which goals did you not accomplish and why not?

Which other objectives did you meet, beyond your stated goals?

Which achievements are you most proud of?

Risks and Expectations

What kind of risks did you take during the time span of this evaluation?

Were the risks worthwhile? Please explain why or why not.

What are your expectations for the next evaluation time span?

What can the administrator you report to do to help you achieve your future goals?

What are your goals for the next evaluation? Please be clear and concise.

Comments

Additional Comments:

Employee Signature:_____

Date:_____