

Name:	Program:
Job Title:	Evaluation period begin date:
Supervisor:	Evaluation period end date:

Employee signature:		Date:	
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Part I. Job success factors:
Participation in the performance evaluation is an interactive process where there is an exchange of information between you and your supervisor. Please give time and thoughtful process to providing information related to your performance and contributions to the organization.

Part II. Goals:
Describe your efforts in successfully reaching the goals set in conjunction with the last performance evaluation.

Parts III and IV. Next period's goals and development plan
List any and all goals that you would like your supervisor to consider. Include training and other development activities that you believe are relevant to achieving these goals and important to your job performance.