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| Dependability:<br>Can be relied upon consistently |  |  |
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**OTHER:**  
Describe

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**OTHER:**  
Describe

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**OTHER:**  
Describe

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**SUMMARY (Short Summary Statement Required)**

Provide an overall assessment of the employee's performance during the evaluation period, and specify major strengths and areas needing improvement.

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**EMPLOYEE DEVELOPMENT: CURRENT POSITION**

| <u>DEVELOPMENT AREA:</u><br>Indicate the result or characteristics area(s) needing improvement for current job responsibilities | <u>DEVELOPMENT ACTIVITY:</u><br>Indicate training, special assignments, project, job rotation, etc. | <u>SCHEDULED DATE</u> |
|---|---|-----------------------|
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**EMPLOYEE DEVELOPMENT: CAREER ADVANCEMENT**

| <u>DEVELOPMENT AREA:</u><br>Indicate the result or characteristic area(s) needing improvement for enhancing opportunities for career development | <u>DEVELOPMENT ACTIVITY:</u><br>Indicate training, special assignments, project, job rotation, etc. |
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**COMMENTS BY EMPLOYEE (if desired)**

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My signature verifies that I have seen and discussed this report of performance with my supervisor, but it does not necessarily mean that I agree with the rating. I understand that I have the right to file a written response to this evaluation to be included in my personnel file within five (5) working days of the date of this report.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE OF HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_