

Employee Name:
Employee Title:
Department:
Evaluation Year (July 1 to June 30):
Supervisor Name:
Supervisor Title:
Instructions: This evaluation form is divided into the following sections: <ol style="list-style-type: none"> 1. Employee Self-Reflection for Evaluation Year 2. Employee Goals for Next Evaluation Year 3. Supervisor Comments on Employee Self-Reflection and Goals for Next Evaluation Year 4. Employee Additional Comments Section (Optional)

SECTION 1: EMPLOYEE SELF-REFLECTION FOR EVALUATION YEAR <i>Provide three successes of the current evaluation year. Comment on any significant accomplishments you have successfully performed from your previously set goals. If you engaged in any professional development opportunities during this year, provide information about those opportunities.</i>
1.
2.
3.

SECTION 2: EMPLOYEE GOALS FOR NEXT EVALUATION YEAR <i>Identify three goals for next year and indicate how you plan to accomplish them. Consider whether any of your goals connect with the College's Strategic Plan and comment on how you will attain those goals. If you plan on participating in professional development opportunities, provide details on what types of opportunities you will seek in the upcoming year.</i>
1.
2.
3.

SECTION 3: SUPERVISOR COMMENTS ON EMPLOYEE SELF-REFLECTION AND GOALS FOR NEXT EVALUATION YEAR

The direct supervisor should provide a summary of the employee's successes and/or challenges of the current evaluation year and whether the employee is meeting the minimum expectations of their position. Discuss significant accomplishments or challenges that you observed. Comment on employee's goals for the upcoming year.

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SECTION 4: EMPLOYEE ADDITIONAL COMMENTS SECTION (OPTIONAL)

This section may be filled out to allow the employee to provide final comments on the evaluation.

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EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

Notes:

- *A confidential copy of this evaluation will be saved in your folder with Human Resources.*
- *As part of the evaluation period, supervisors should consider reviewing employee's job description and making revisions as needed. An updated job description may be attached to the evaluation.*
- *Hold performance conversations with your direct reports on a regular basis to create a starting point for success, update goals and provide the opportunity to revise priorities, as needed.*
- *If an employee is considered not to meet the minimum expectations of their position, the direct supervisor should meet regularly with the employee for coaching conversations and/or consider a Performance Improvement Plan.*