|  |  |  |  |
| --- | --- | --- | --- |
| Employee name and title |   | Evaluation for the period: | [Start date] – [End date] |
| Supervisor name and title |   | Department: |  |

# GOALS AND OBJECTIVES DURING THIS EVALUATION PERIOD

[Goals and objectives]

[Goals and objectives]

[Goals and objectives]

# ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES (completed by employee)

* [Achievements, accomplishments, and responsibilities]
* [Achievements, accomplishments, and responsibilities]
* [Achievements, accomplishments, and responsibilities]

# evaluation (completed by supervisor)

*
*

# STRENGTHS AND AREAS FOR DEVELOPMENT

# Suggested Career Progression Plan

# GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD

1.

2.

3.

# employee SIGNATUREsupervisor signature

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Signature |  |
| Name | [Employee name] | Name | [Supervisor name] |
| Date | [End date] | Date | [End date] |