**EMPLOYEE EVALUATION FORM**

**[Company Name]**

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| Employee: | Supervisor: |
| Employee Title: | Performance Period: |

**Review Form**

1. **Current Goals and Responsibilities**

**1. Describe the current performance period's goals;** if applicable, make note of any significant changes to the position description since last year's performance review.

1. **Performance Assessment (attach additional supporting information as need)**
2. Ask the employee to complete a performance Self-Assessment, based on the Current Goals and Responsibilities (see above).
3. Provide your responses to the Performance Competencies (Section C below) to inform your assessment.
4. Evaluate and discuss the employee's job performance and development achievement. Base your evaluation upon the position requirements, achievement of the goals established during the past year and your assessment of the employee's accomplishments.
5. Are there areas of exceptional performance that should be particularly noted? Provide specific examples.
6. Are there areas of performance needing more attention or improvement? Provide specific examples.
7. In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?