

EMPLOYEE EVALUATION

EMPLOYEE NAME AND TITLE	[Employee name], [Title]	EVALUATION FOR THE PERIOD:	[Start date] – [End date]
SUPERVISOR NAME AND TITLE	[Supervisor name], [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)

[EVALUATION]

[EVALUATION]

[EVALUATION]

STRENGTHS AND AREAS FOR DEVELOPMENT

[STRENGTHS AND AREAS FOR DEVELOPMENT]

[STRENGTHS AND AREAS FOR DEVELOPMENT]

[STRENGTHS AND AREAS FOR DEVELOPMENT]

CAREER DEVELOPMENT PLAN

[CAREER DEVELOPMENT PLAN]

[CAREER DEVELOPMENT PLAN]

[CAREER DEVELOPMENT PLAN]

GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD

[GOALS AND OBJECTIVES]

[GOALS AND OBJECTIVES]

[GOALS AND OBJECTIVES]

EMPLOYEE SIGNATURESUPERVISOR SIGNATURE

SIGNATURE		SIGNATURE	
NAME	[Employee name]	NAME	[Supervisor name]
DATE	[End date]	DATE	[End date]

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