|  |  |  |  |
| --- | --- | --- | --- |
| 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] |