



<input type="checkbox"/>	Establish Objectives
<input type="checkbox"/>	Mid-term Review
<input type="checkbox"/>	Annual Evaluation

EMPLOYEE PERFORMANCE EVALUATION FORM

Employee Name:	Title:	Department:	
Supervisor Name:	Title:	Department:	Performance Evaluation Cycle: 1 July 2018 – 30 June 2019

ESTABLISH OBJECTIVES: Goals

ESTABLISH OBJECTIVES: Career development

ESTABLISH OBJECTIVES: Employee/supervisor signatures

Employee Signature		Supervisor Signature	
Printed Name		Printed Name	
Date		Date	

EMPLOYEE EVALUATION

MID-TERM REVIEW: Self-assessment (*Employee lists accomplishments & achievements*)

MID-TERM REVIEW: Supervisor evaluation (*Supervisor lists employee's accomplishments & achievements*)

MID-TERM REVIEW: Employee strengths and opportunities for improvement (*Supervisor completes*)

MID-TERM REVIEW: Employee/supervisor signatures

Employee Signature		Supervisor Signature	
Printed Name		Printed Name	
Date		Date	

EMPLOYEE EVALUATION

ANNUAL EVALUATION: Self-assessment (*Employee lists accomplishments & achievements*)

ANNUAL EVALUATION: Supervisor evaluation (*Supervisor lists employee's accomplishments & achievements*)

ANNUAL EVALUATION: Employee strengths and opportunities for improvement (*Supervisor completes*)

ANNUAL EVALUATION: Employee/supervisor signatures

Employee Signature		Supervisor Signature	
Printed Name		Printed Name	
Date		Date	

ADDITIONAL COMMENTS: