Year:

Employee Comments: Performance Review

1. List your job related accomplishments, strengths and/or successes that have occurred or developed since your last performance review?

2. What can you and/or your supervisor do to further develop your job skills?

3. How well informed are you of the information necessary to perform your job duties efficiently? What, if anything, could be done to improve communication?

4. List goals that you will work towards between now and the next performance review. How can your supervisor support you in achieving these goals?

5. Other comments, concerns, issues or suggestions that have not been addressed above.

Employee Signature

Date

Evaluator Signature

Date