

Appraisal Date _____

This performance evaluation form is to be filled out by the appropriate manager at least once a year. Managers may use their discretion to fill this form out more than once a year, which may be appropriate for new hires.

Managers with questions regarding the performance evaluation form should speak with a member of the Human Resources team.

Section I: Complete appropriate employee data, reviewer information and primary purpose of the job.

Name

Title

Department

Start Date

Reviewer

Title

Job Description: (Describe the main purpose of the position and major responsibilities for the review period)

Section II: At the beginning of the review period, list 2 -3 performance objectives to be accomplished in support of the organization's business objectives. Objectives are defined as goals set to achieve in addition to day-to-day work activities, (i.e., they can be designed around the improvement of essential job functions, or around special projects). The employee and the manager should both agree to the objectives outlined. Upon completion of the review period, evaluate the performance and state the actual results.

Objectives	Results
	Exceptional Satisfactory Needs Improvement
	Exceptional Satisfactory Needs Improvement
	Exceptional Satisfactory Needs Improvement
	Exceptional Satisfactory Needs Improvement