

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 SIGNATURE

SUPERVISOR SIGNATURE

Signature		Signature	
Name	[Employee name]	Name	[Supervisor name]
Date	[End date]	Date	[End date]