

	Above Expectations		Meets Expectations		Needs Improvement	N/A
7. Duties- Employee fully completes tasks and meets deadlines	5	4	3	2	1	0

	Above Expectations		Meets Expectations		Needs Improvement	N/A
8. General- Has a positive attitude towards job, displays positive self-care, sets and meets goals, maintains healthy balance	5	4	3	2	1	0

Strengths - Areas employee excels in. Add examples.

Areas for Improvement - Things that employee could do to increase their work performance.

Training and Development Suggestions-

By signing this, I acknowledge that this document has been filled out by the supervisor, reviewed by the supervisor, discussed between the two, and will be delivered to the Personnel Office.

EMPLOYEE SIGNATURE

(date)

SUPERVISOR SIGNATURE

(date)