May 31, 2017

for Appraisal Period ending

Name (EID) Title

Department

**Summary Description of the Position:**

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**EMPLOYEE SECTION:**

Please think about your performance and experiences working in **your current position** within the **past year** and then answer the following questions:

What project(s) or accomplishment(s) from the past year are you the most proud of?

If there was anything you were able to do over, what would it be, and why?

What do you like best about your position, and why?

What do you like the least about your position, and why?

In which area of your job do you feel like you have improved the most?

Is there anything you need that would help you to be more effective or successful in your position?

Do you have any suggestions for changes to your position or improvements to your unit’s functionality in general?

What goal(s) do you have for the coming year? (Something you’d like to learn, something new or improved…?)

**\*Please attach a complete list of your job functions.**

**SUPERVISOR SECTION:**

In the space below, please provide a rating and summary of the employee's overall performance.

Ratings:

* **Exceeds Expectations** (consistently performs above expectations in all areas)
* **Meets Expectations** (overall performance is good and solid. May exceed expectations in some areas)
* **Does Not Meet Expectations** (performance has not met key responsibilities and requires improvement)

**Overall Rating and Comments:**

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**Evaluator Information**

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Name Title

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Signature Date of Discussion of Appraisal with Employee

**Employee Information**

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Name Title

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Signature Date of Discussion of Appraisal with Supervisor

**CHAIR/DIRECTOR REVIEW**

In the space below, please enter any comments on this evaluation (optional)

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|  |  |  |
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| Chair/Director Name | Date | Signature |

**EMPLOYEE COMMENTS**

In the space below, please enter any comments on this evaluation (optional)

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| --- | --- |
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Employee Signature Date of Comments