**Performance Review**

**Year: 2018**

Employee Name: Click here to enter text.

Supervisor Name: Click here to enter text.

Department: Click here to enter text.

Position: Click here to enter text.

Employee College ID#:  Click here to enter text.

Supervisor College ID#: Click here to enter text.

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| Review of Performance |
| ***Evaluate how well the employee achieved the previous year’s goals and objectives. Include employee’s contributions and achievements.***Click here to enter text. |
| ***Evaluate overall performance based on the job description and related skills, knowledge and ability in the job.***  |
| ***STRENGTHS***Click here to enter text. | ***OPPORTUNITIES FOR GROWTH***Click here to enter text. |
| ***Other Comments:***Click here to enter text. |
| **Additional Section for Managers and Supervisors (or those that lead or direct a function area)** |
| ***Reflect on leadership and/or management skills using categories outlined in “Addendum for Supervisors”*** |
| ***STRENGTHS*** | ***OPPORTUNITIES FOR GROWTH*** |

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| Final Review Signatures |
| Employee Signature: Date: | Supervisor Signature:Date: |
| VP or Department Head Signature:Date: | Other Signature (Optional):Date: |
| Optional Employee Comments (additional sheet or employee self-evaluation may be attached at employee request) |
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*Final signed copy should be routed to the VP/Dept. Head for signature and then HR for inclusion in the employee’s file.*