|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | **Department:** | **Evaluation Period:** | **Type of Appraisal:** |
|  |  |  | to |  | [ ]  | 3 Month |
| **Classification:** | **Employee Status:** | [ ]  | 6 Month |
|  |  | [ ]  | Temporary | [ ]  | Permanent | [ ]  | 11 Month |
| **Working Title:** |  | [ ]  | Probationary |  |  | [ ]  | Annual |

**SECTION I - Performance**

1. Reflect on your job performance during the past year:

2. List and describe key accomplishments during the past year:

3. List and describe significant difficulties and/or problems encountered:

4. Describe actions taken to overcome above difficulties and/or problems:

**SECTION II - Development**

5. List and describe areas of greatest job-related strengths:

6. List and describe areas needing additional development (indicate specific training and timeframes):

7. List and describe suggestions you have for improving the quality of work and productivity in your work area:

**SECTION III - Performance Planning**

8. List recommended goals for coming appraisal year:

9. Reflect on your experience working with your supervisor and team. What support, training, or changes would you like to see to continue to grow professionally: