Department_____

Name_____ **Position**_____

End of Year Development Summary **Date**

I. Performance Review	Self Review			Supervisor Review		
	Exceeded	Met	Needs Improvement	Exceeded	Met	Needs Improvement
A. Job Competence and Knowledge						
(a) level of technical competence and knowledge not only about position but about direction of department and University – understanding of the culture						
(b) Quality of Work						
(c) Quantity of Work						
Adaptability						
Interpersonal Skills						
Team Player						
Reliability						
Communication Skills						
Judgment and Decision Making						
Drive and Commitment						
List Other Elements (relevant to position)						
B. Overall Performance Rating						
C. Documentation Where Performance Needs Improvement	Attach relevant documents			Attach relevant documents		
D. Documentation Where Performance Exceeded Requirements	Attach relevant documents			Attach relevant documents		

Comments

Employee Comments	**Supervisor Comments**

_____ _____

Employee Signature Date

_____ _____

Evaluation Supervisor Signature Date

_____ _____

Department Head Signature Date

Original: Human Resources Copy: Department and Employee Rev. 1/09