

PERFORMANCE PLAN AND EVALUATION

Name:	Employee Number:	Date:
Position:	Department:	

PERFORMANCE OBJECTIVES

WORK OUTCOMES (For individual and/or team)

JOB RELEVANT BEHAVIORS (For individual)

ACQUISITION OF NEW/ENHANCED SKILLS (For individual)

PERFORMANCE PLAN AND EVALUATION

Name:	Employee Number:	Date:
Position:	Department:	

PERFORMANCE EVALUATION

		Exceeded Requirements	Met Requirements	Needs Improvement	Unsatisfactory
WORK OUTCOMES (Summary of Achievements)					
JOB RELEVANT BEHAVIORS (Summary of Achievements)					
ACQUISITION OF NEW/ENHANCED SKILLS (Summary of Achievements)					

PERFORMANCE PLAN AND EVALUATION

Name:	Date:
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OVERALL PERFORMANCE EVALUATION

OVERALL RATING:

- Exceeded Requirements
- Met Requirements
- Needs Improvement
- Unsatisfactory

Appraiser Name (Print)

Appraiser Signature

Date

EMPLOYEE COMMENTS

Employee Name (Print)

Employee Signature

Date

REVIEWING MANAGER'S COMMENTS

Reviewing Manager's Name
(Print)

Reviewing Manager's Signature

Date