

NAME _____

TITLE _____

DEPARTMENT _____

REVIEW PERIOD _____ TO _____

EVALUATING SUPERVISOR _____



**ADMINISTRATIVE/PROFESSIONAL
STAFF EVALUATION REPORT**

This report requires:

1. A Job Description review.
2. An Evaluation of Employee's Achievements.
3. An Outline of Demonstrated Skills and Abilities.
4. A Listing of Expected Performance Goals.
5. An Outline of Career Goals.
6. An Individual Development Plan.

1. **Job Description Review**

Review the job description and indicate any areas which require revision.

2. **Evaluation of Employee's Achievement During Review Period**

a. Outline the major responsibilities/objectives of the employee during the review period.

b. Comment on the employee's execution of these responsibilities/objectives.

c. Discuss any situational factors which may have influenced the results achieved in (b).

3. **Demonstrated Skills and Abilities**

a. Outline the strengths the employee demonstrated in achieving the results in Section 2.

b. Outline the areas which could be improved to improve results in the future.

4. Individual Performance Goals for Next Year.

List key performance goals expected during the next year, with completion dates where possible.

5. Career Goals

Employee: *Outline your career aspirations, both short and long term.*

Supervisor: *Comment on the employees' career goals and provide your recommendations, where they differ.*

6. Individual Development Plan for the Next Year.

Discuss and agree on activities to further the development of the employee during the next year (or other agreed upon period).

7. **Employee Remarks** (having read and discussed this report with evaluating supervisor).

Employee

Signature _____

Date _____

Evaluating Supervisor

Name _____

Title _____

Signature _____

Date _____

Next Administrative Level

Comments:

Name _____

Title _____

Signature _____

Date _____