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**Performance Evaluation During Evaluation Period**

|  |  |  |
| --- | --- | --- |
| Employee Name | Job Title | Evaluation Date |
|  |  |  |
| Supervisor’s Name | Supervisor’s Title | Service Area (Department) |
|  |  |  |

**Review the employee’s current job duties and evaluate performance based on job-related issues.**

**List job duties/tasks that have been done well during the evaluation period:**

**1.**

**2.**

**3.**

**List job duties/tasks the employee should develop in the next appraisal period:**

**1.**

**2.**

**3.**

**Summary (Check One):**

 **I am more than satisfied with how this employee performs.**

 **I am satisfied with how this employee performs.**

 **I am not satisfied with how this employee performs.**

**If not satisfied, state why:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Employee Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Supervisor Date**