



## Performance Evaluation Planning Form

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

### Section 1: Prior Evaluation Rating

NOT APPLICABLE

BELOW  
EXPECTATIONS

MEETS  
EXPECTATIONS

OFTEN EXCEEDS  
EXPECTATIONS

CONSISTENTLY EXCEEDS  
EXPECTATIONS

### Section 2: Employee Self-Assessment

Please attach additional sheets if necessary when answering the following questions:

1. What were your major achievements in the past year?
  
  
  
  
  
2. Who are your primary customers and how well have you served them this past year?
  
  
  
  
  
3. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.
  
  
  
  
  
4. Are there additional skills or knowledge that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please describe your Development Plan.

Areas for Development	Describe Development Activities
1.	
2.	
3.	

### Section 3: Goals for the Coming Year

This section is dedicated to the evaluation of individual goals, department/division goals, and the goals for the coming year.

List the subjects you would like to discuss during your annual performance evaluation meeting:

- 1.
  
  
  
- 2.
  
  
  
- 3.

What goals (specific measurable results) do you expect to accomplish during the next year?

Short/Long Term	Goal	Description and Measures
	1.	
	2.	
	3.	
	4.	

### Section 4: Signatures

We have discussed the Employee's Self-Assessment and Performance Evaluation Planning.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_