

Manager's Performance Evaluation

Employee Name:	Position Title:
Division(s):	Evaluator(s):
Appraisal Period:	Next Appraisal Date:

List the goals and standards the employee was striving for and rate his/her performance as one of the following:

Exceeded - consistently above requirements/expectations

Fully Met - results fully met and sometimes exceeded

Partially Met - results generally met expectations, but occasionally fell short

Not Met - did not meet expectations; far below expectations

Key Result Area	Rating	Reasons for Rating

Describe any significant unplanned performance results achieved during the last year.

Competencies employee exhibits in job.	Plans for building on these strengths.

Competencies for improvement:	Plans to address improvement needs.
For <i>present</i> job	
For <i>future</i> position	

Signatures:	Date:
Supervisor:	
Employee:	