**Date:**

**Staff Member:**

**Supervisor:**

**Re:** Annual review

**Review of Last Year’s Focus Areas (elements of job description, best practices, and/or projects)**

|  |  |
| --- | --- |
| Focus Area Description\*  (filled in by staff member) | Comments (filled in by supervisor) |
|  |  |
|  |  |

\* Supervisor and/or staff member may add rows to this table for additional areas of focus.

**Any Additional Areas of Growth and Achievement From Last Year** (filled in by staff member)

|  |
| --- |
|  |

\* Supervisor and/or staff member may add rows to this table for additional areas of growth and achievement.

**Focus Area Goals for Next Year** (left filled in by staff member, shaded area by supervisor)

|  |  |
| --- | --- |
|  |  |
|  |  |

\* Supervisor and/or staff member may add rows to this table for additional areas of focus.

**Proposed Plan in Support of Goals for Next Year** (left filled in by staff member, shaded area by supervisor)

|  |  |
| --- | --- |
|  |  |
|  |  |

\* Supervisor and/or staff member may add rows to this table for additional areas of plan and support.

**Other Comments** (filled in by staff member)

|  |
| --- |
|  |

**Supervisor Comments** (filled in by supervisor)

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| --- |
|  |

**Compensation** (filled in by supervisor)

|  |
| --- |
|  |

**Staff Member Comments**

|  |  |
| --- | --- |
| I have read this evaluation and have discussed its contents with my supervisor. I wish to make the following comments: | |
| Employee Signature | Date |

**Supervisor Signature**

**Date**