**EMPLOYEE PERFORMANCE EVALUATION FORM**

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| **EMPLOYEE INFO** |
| **EMPLOYEE NAME** |   | **DEPARTMENT** |   |
| **EMPLOYEE ID** |   | **POSITION HELD** |   |
| **REVIEW PERIOD** |  | **DATE OF REVIEW** |  |
| **CURRENT RESPONSIBILITIES** |
| ***List key responsibilities.*** |
|   |
| ***Assess your performance in relation to your key responsibilities.*** |
|   |
| **PERFORMANCE GOALS** |
| ***List performance and work objectives.*** |
|   |
| ***Assess your performance in regard to previously set performance and work objectives.*** |
|   |
| **CORE VALUES** |
| ***Assess your performance in relation to core values.*** |
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| **COMMENTS AND APPROVAL** |
| ***Include any additional comments.*** |
|   |
|   |
| **EMPLOYEE SIGNATURE** |   |