



***\*(Please complete and submit one week prior to your scheduled evaluation appointment.)***

### Employee Information

**Employee Name:**

**Job Title:**

**Date:**

**Department:**

**Reports to:**

**Review Period:**

### Goals

**Describe the goals you had set out to accomplish for this time period:**

**Which goals did you accomplish?**

**Which goals did you not accomplish and why not?**

**Which other objectives did you meet, beyond your stated goals?**

**Which achievements are you most proud of?**

## **Risks and Expectations**

**What kind of risks did you take during the time span of this evaluation?**

**Were the risks worthwhile? Please explain why or why not.**

**What are your expectations for the next evaluation time span?**

**What can the administrator you report to do to help you achieve your future goals?**

**What are your goals for the next evaluation? Please be clear and concise.**

### Comments

**Additional Comments:**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_