

Instructions

Hiring Manager

- Review employee's job description to ensure that job duties and requirements still current.
- Review performance goals and objectives that may have been established and progress that has been made toward achieving them.
- Be prepared to discuss employee's performance as it relates to the employee's job duties and established goals and objectives.
- Be prepared to discuss development opportunities.
- Document conversation using this form.

Employee

- Review your current job description to ensure that it accurately reflects your position's job duties and responsibilities.
- Review performance goals and objectives set at your last meeting.
- Be prepared to discuss your performance for the evaluation period. Review any projects you worked on and come prepared to discuss them.
- Think about your career goals and consider how they relate to your position and the department's goals?

6. Goals / objectives projected for the next review period.

7. Training or development opportunities for the next review period.

8. Employee Review/Comments

Employee Signature

Supervisor Signature

Date

Date