**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?

*Revised 6/6/2006*
1. Progress toward achieving the goals / objectives / projects established for the review period

2. Performance of job duties and responsibilities

3. Team or Committee participation

5. Noteworthy achievements
6. Goals / objectives projected for the next review period.

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

8. Employee Review/Comments

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