**CONFIDENTIAL INFORMATION**

Employee Performance Evaluation

Employee name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL QUALITY OF WORK

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DEPENDABILITY/PUNCTUALITY/ABILITY TO MEET DEADLINES

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JOB KNOWLEDGE

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INTERPERSONAL SKILLS

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COMMUNICATION SKILLS

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MANAGEMENT SKILLS (IF APPLICABLE)

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PERFORMANCE OF RELATED JOB DUTIES

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PERFORMANCE SUMMARY

Strengths

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Weaknesses

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Specific Accomplishments for the year

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EMPLOYEE DEVELOPMENT PLAN

Training, equipment or other opportunity that will assist in developing the employee performance.

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EMPLOYEE FEEDBACK – This section is completed by the employee

What are your most important work related accomplishments over the last year?

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What areas of your job performance need improvement?

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Other concerns you would like to discuss

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**INCREMENTS**

 I approve a one step annual salary increase (3.8%)

 No salary increment warranted

**SIGNATURES**

Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Supervisor signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

RCUOG Executive Director signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_