**EMPLOYEE ANNUAL PERFORMANCE EVALUATION**

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| **Name:** |       | **Evaluation Period:** |       | **to** |       |
| **Department:** |       | **Title:** |       |
| **Supervisor:** |       | **Position Leveling** |  |

 **Position: *(Describe the employee’s primary responsibilities in 2 – 3 sentences)***

**Accomplishments: *(Describe 3-5 work efforts and/or projects completed to include impacts, values role modeled -- Teaching & Learning, Service & Leadership, Faith & Formation -- and areas of partnership in team and across campus)***

**Strengths:** ***(Describe 3-5 skills that have been exhibited in the accomplishment of work efforts and/or projects)***

**Development Areas*: (Describe 2-3 areas on which to focus for professional growth during the coming year)***

**Summary of Performance: *(Provide a summary of the employee’s performance during this evaluation period)***

**1= Improvement Needed 2 = Below Expectations
3 = Meeting Expectations 4 = Exceeding Expectations
5 = Outstanding**

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**Performance Rating:**

**Employee Signature: Date:**

**Signature indicates that evaluation content was reviewed with employee, but does not indicate agreement with contents.**

**Supervisor Signature: Date:**