

Appendix D
Self-Evaluation Form

Employee Name	
Supervisor Name	
Performance Year	

Part 1: Past Year

1. What were your major achievements this year?
2. On a scale from 1-10, where 1 is very bad and 10 is exceptional, how would you rate your overall performance and why?
3. What goals have you reached this past year?

Part 2: Upcoming Year

1. What goals would you like to accomplish this upcoming year?
2. What new skills or strategies would you like to improve or develop?
3. Share any questions or concerns that you may have about your role in this agency.

Employee Signature		Date:
Supervisor Signature		Date:

Appendix E
Staff Evaluation Form

Employee Name:

Job Title:

Department:

Supervisor:

Review Period:

Part 1A: Job Responsibilities

Performance Rate: 1 2 3 4 5	Comments on job performance:
	Improvements or recognition:

Part 1B: Individual Goals

Performance Rate: 1 2 3 4 5	Comments on performance on individual goals (measurable actions and results)
	Improvements or recognition:

Part 1C: Behavior

Performance Rate: 1 2 3 4 5	Comments on behaviors demonstrated
	Improvements or recognition:

Part 1D: Overall Evaluation

Performance Rate: 1 2 3 4 5	Summarize the employee's performance, discussing areas of strength and areas for improvement. Provide evaluation Overall Evaluation.
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Part 2A: Goals for Upcoming Year

Goal	Description and Measures
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1.	
2.	
3.	

Part 2B Development Plan

Area for Development	Describe Development Activities
1.	
2.	
3.	

Employee Signature:

Date:

Supervisor Signature:

Date: