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| **Employee’s Name:** |
| **Title:** |
| **Supervisor:** |
| **Date:** |

**Narrative Performance Review Form**

# CURRENT RESPONSIBILITIES

**Attach a current position description**. If applicable, make note of any significant changes since last year’s performance review.

# PERFORMANCE ASSESSMENT

1. **Evaluate and discuss the employee’s job performance**. Base your evaluation upon the position requirements, achievement of the goals established during the past year, and your assessment of the employee’s accomplishments.

1. **Are there areas of exceptional performance that should be particularly noted?**  Provide specific examples.

1. **Are there areas of performance needing more attention or improvement?** Provide specific examples.

1. **State and discuss the expectations and goals for the upcoming review period.** Give examples of how these goals can be met (e.g., training). How will you support the employee to accomplish these goals?

# PROFESSIONAL DEVELOPMENT PLAN

**List specific activities the employee will do in the next twelve months as part of his/her professional development.** How will you support the employee to meet these goals?

# EMPLOYEE COMMENTS (Optional)

The employee may comment on the performance review in the space provided below.

**This annual performance review will become part of your personnel file. Please sign below to acknowledge you have received this document.**

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| --- | --- |
| **Employee’s Signature:** | **Date:** |
| **Supervisor’s Signature:** | **Date:** |